

## PROGRAM CRITERIA & TIMELINE

Programs should meet the Rotary Four-Way Test and may not be:

- political or overtly religious.
- Offensive to anyone
- Promoting a product or service
- Appeals for financial support.

They should be of general interest to Rotarians, and relate to subjects of community benefit.

They must have a sponsor who is a member of this club and must be limited to 20-30 minutes in length.

Visual media is encouraged, such as handouts, PowerPoint or short video.

The following information must be submitted to the program committee for consideration

- Name of speaker
- Name of organization or cause
- Reason why this program might be of interest to Rotary
- Preferred period of availability
- Send to : [lorenstach@gmail.com](mailto:lorenstach@gmail.com) (current chair 2018-19)

### TIMELINE

3 MONTHS OUT	<p>Coordinate with speaker to get on our schedule 1 MONTH OUT</p> <p>Confirm date, time, location, subject with speaker</p> <p>Establish A/V needs. Notify Red Lion of additional requirements</p> <p>Make it a great program. Coordinate complimentary activities.</p> <p><i>Fill head table* with 3 or 4 members associated with the program.</i></p> <p>Think P/R – and then do it – other clubs, newspapers, calendars, radio.</p>
1 WEEK BEFORE	<p>Ask President to enthusiastically announce program the meeting prior.</p> <p>Get bio, photo, and program outline for Appleseed to secretary or A/V person</p> <p>Reconfirm above with speaker.</p> <p>Agree to meet at meeting place on meeting day to prepare introduction....</p> <ul style="list-style-type: none"> <li>- Minimum 30 minutes early if A/V is needed</li> <li>- Minimum 15 minutes early if no A/V</li> </ul> <p>Arrange for club's A/V</p> <p>Provide to president – bio of introducer, head-table, guests, etc.</p>
MEETING DAY	<p>At agreed-upon time, meet speaker</p> <p>Get A/V set up, check microphone, get speaker setup at head table, make comfortable.</p> <p>Get lunch, make intro to president/ other Rotarians.</p> <p>Explain about agenda, flag salute, etc., act as club's host.</p> <p>Arrange for appropriate lighting, e.g. drapes, light banks for A/V use.</p> <p>Make enthusiastic introduction befitting a program of this import and club of such sterling membership.</p>
AFTER	<p>Ensure A/V properly taken care of. Send thank-you note.</p>