

Speaker Guidelines

Thank you for presenting to Wenatchee Rotary! We look forward to having you as a guest speaker. Here are some guidelines to help you prepare and know what to expect.

1. Club meetings begin at 12 noon.
2. You may present in-person at Pybus or via Zoom.
3. The presentation will take place after the club's welcome and announcements.
4. The length of your presentation should be about 20 minutes.
5. If you are using any visual content (video, powerpoint, etc.), please bring it on a USB stick (if you're presenting at Pybus). If presenting via zoom, we suggest sending a copy of your presentation ahead of time to your host in case there are any technical issues on your end at the time of the presentation.
6. Rotary makes a concerted, ongoing effort to be a diverse and inclusive organization. We expect that you convey your remarks without bias or discrimination toward people of certain backgrounds, age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.
7. Rotary does not seek presentations that solicit business, sell or promote products, endorse particular political candidates, solicit votes, or directly solicit funds for particular causes.

Two weeks ahead of your presentation, please provide the following to your host. This material will be used to promote the program on social media and our club e-newsletter.

- Whether you will present in-person or via Zoom
- Description of the program
- Brief biography of the speaker
- Photo to accompany the program description (can be a headshot of the speaker)

Program Committee Guidelines

Choose a speaker with a topic of informational, educational, motivational or entertainment value that will be of general interest to all club members.

Things to avoid:

- Repetition or sameness. Look for a speaker we haven't heard before with a fresh topic.
- Political or religious topics. Rotary International is a non-political and non-religious organization. As a matter of policy, Rotary Clubs do not take positions on such topics.
- Product or service promotion. Advise speakers who are invited to speak on issues that affect their industry and the community and how they cope with them. They should not use Rotary to promote their products or services.
- No candidate for public office shall be knowingly invited as a guest speaker within one year prior to his or her election date, EXCEPT for a debate or forum to which the other leading candidates are invited.
 - Incumbents may present a non-political program on the current state of their office.
 - All members seeking a political office should refrain from campaigning for office while attending a Rotary meeting.
 - Guests of Rotary members, desiring to hold public office should be cautioned against campaigning while attending a Rotary meeting.
- Funding requests from nonprofits. Never allow requests for funding unless the request has been formally approved in advance by the club board of directors.