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Description automatically generatedROTARY CLUB OF ELK RAPIDS

GUIDELINES FOR PROGRAM SCHEDULERS AND SPEAKERS

One of the keys to successful Rotary Clubs is an educational, informative, and genuinely interesting schedule of weekly programs. Thank you for either arranging for or offering to present one of our weekly programs! Please look over the following guidelines as your program date approaches:

Let us know what your program will be, and who is to present it as soon as possible prior to the meeting date for which you are scheduled. We have both a computer and video projector available,so we need to know if one is needed for your program.

Plan to arrive at the Old Township Hall, across from the tennis courts at 401 River Street in Elk Rapids, between 5:30 and 5:45 PM (during club social time) - to set up any computers, projectors, or displays, and give you time to meet club members informally.

Generally, meeting schedules are:

5:30 – 6 p.m. Social time

6 – 6:30 p.m. Mealtime, speakers and guests are our guests for dinner

6:30 – 6:50 p.m. Singing time, Sergeant at Arms time, club business

7 – 7:25 p.m. Program presentation and questions

7:25 – 7:30 p.m. Book presentation, raffle, announcements, and wrap up

7:30 p.m. Adjourn

Program length should be about 20 minutes with five minutes for questions and answers. If the program must run longer, please make special arrangements with us.

If your program involves a community group or agency that solicits funds, please be aware that the club has a Good Works Committee and a process for requesting funds from the club. Please avoid any direct request for funds during program presentations. Any questions should be addressed to your member-sponsor or the program chair.

Other considerations are to please avoid any overt political solicitation or any specifically partisan or contentious issues.

**Thank you for your efforts and your presentation, we all look forward to hearing from you!**

Rev July 2011, rev November 2019