**2017-18 Muscatine Rotary Programs**

**Information for Presenters**

Thank you for agreeing to speak to the Muscatine Rotary Club! We look forward to hearing your presentation. Below is some information to assist you in planning your program.

**When and Where**: The Muscatine Rotary Club meets at The Rendezvous at 12:00 noon on Mondays. The Rendezvous is located at 3127 Lucas Street in Muscatine, Iowa.

**Club Meeting Information**: Lunch is served starting at around 11:45 am. Lunch is provided for the speaker(s) and any guests of the speaker. The Club President will call the meeting to order at 12:10 pm. The meeting begins with the Pledge of Allegiance and an invocation. This is generally followed by club business. The program is targeted to begin around 12:30 pm. (This is a guideline and rarely does the program start exactly at this time).

**Timing For Your Presentation**: Please target your program for 15 minutes, with five minutes for questions (12:30 – 12:50 pm). That leaves us another 5 minutes to conduct our meeting close activities so we can end meetings at 12:55 to get our members on their way back to work. Please remain flexible in your presentation to shorten if necessary to end the meeting at 1:00 pm.

**Equipment:** If you use a Power Point, please email your presentation to our Club Technician, Paul FitzPatrick at paul51fitz@gmail.com and Club President, Erika Cox at ecox@mpw.org and we ensure your Power Point is ready for you. The Club has a microphone, podium, projector, and screen. Please use the microphone – several of our members are older and the microphone helps them enjoy the presentation.

**Program Content**: The Club has several guidelines below concerning program content. If you have questions about the content of your program and/or these guidelines, please ask the Rotary club member coordinating your program.

1. Balanced Discussion. The Club does not endorse any one particular viewpoint, political or otherwise. We look forward to topics that promote thoughtful discourse. Programs of a controversial nature can be acceptable as long as equal opportunity is given to proponents of differing viewpoints.
2. Political Campaigning. Political candidates (or those speaking on behalf of a candidate) may speak only if the opposing candidate is offered an opportunity to address the group as soon as possible after the date on which the original speaker addressed the group. Political candidates (or those speaking on behalf of a political candidate) will not be permitted to address the Club later than September 15 of any year.
3. Business Solicitations and Fundraising. Blatant fundraising solicitations and efforts to sell a service or product are not permitted. We enjoy hearing about our community and about organizations that provide services and goods in our community, but the Rotary program is not a platform for making a sales pitch to club members. We appreciate your respect for this important guideline.