**Rotary Club of Anthem**

**3655 W. Anthem Way, A108-PMB107**

**Anthem, AZ 85086**

**www.AnthemRotary.org**

SPEAKER INFORMATION

Thank you for being a speaker at our meeting on Friday, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our club meets at 7:30am at Merrill Gardens senior living. The address is 2800 W Rose Canyon Cir, Anthem, AZ 85086. Plan to arrive early if you have AV to set up.

The meeting starts promptly at 7:30am and you will be introduced at about 8:00am. Plan to speak for about 20 minutes and leave 10 minutes for questions. We adjourn the meeting promptly at 8:30am.

Audio-Visual always adds to a presentation. We have a projector at our meetings and speakers, but you will need to bring your own laptop. (Let us know if you have a MacBook so we can provide the special adapter to connect to the projector cable.) Handouts are helpful, too. There are usually 30 members in attendance. We don’t use a microphone.

We know that most presenters at our meetings are raising funds for their cause. Our Rotary Club does make donations to various efforts, but we ask that you not make a direct appeal to our membership for funds. It is perfectly acceptable to explain your fundraising efforts and how people can help, but we ask that you avoid direct requests for funds. If you like, you may ask one of our club leaders how to submit a formal request for funds. Also, please avoid promoting your business and strong political/religious presentations.

Our club has a full breakfast, which all speakers and their guests are welcome to enjoy.

If you have any questions, please contact me.

Thanks again. We look forward to hearing your presentation.