Lake Forest-Lake Bluff
Rotary
Club

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GUIDELINES FOR PROGRAM HOSTS

1. Being a Program Host an important responsibility because the program is the center piece of our weekly meetings. Additionally, inviting guests to quality programs can be a very effective way to recruit new members and create a positive image of Rotary in the community.

2. Program Host responsibilities are assigned to Club members in alphabetical order thus each member will be responsible for a program approximately every 70 weeks.

3. The list of Program Hosts is updated for the upcoming 12 months on July 1st and is available on the Club website at www.LFLBRotary.org. The list can be accessed from the upper left of the home page under *UPCOMING SPEAKERS > View entire list*.

4. As the Program Host you are accountable for:
    * Knowing when your program is scheduled.
    * Arranging a program on your assigned date.

5. If you will not be present on your assigned date you have two options:
    * Arrange your program and have another member host and introduce your speaker.
    * Ask another member to swap program dates.

6. If you are considering swapping dates it is up to you to arrange the swap. The Upcoming Speaker list on the website lists members with upcoming programs that might be willing to swap dates. Member contact information is in the weekly bulletin and is also available on the club website by logging into the Member Area (click on the *Member Area* tab in the upper right of the home page) and then navigating to *My ClubRunner > View Club Directory*. Let the Program Chair know if you swapped program dates.

7. When considering a program:
    * Choose a speaker with a topic of informational, educational, motivational or entertainment value that will be of general interest to all club members.
    * Look for an organization or speaker we haven't heard before with a fresh and interesting topic.
    * Keep the Four-Way Test in mind when considering speakers and topics.
    * Many people and organizations, especially 501(c)(3)'s will request the opportunity to speak at Rotary. Consider whether these requests merit placement.
    * If your speaker represents a charitable organization make certain they understand that the invitation to speak does not imply that the club will be providing financial support.
    * As a not-for-profit organization we do not pay speakers.
    * No political candidates within 120 days of an election.
    * Presentations should not promote a specific business or its products or services. Directly soliciting purchases or donations is not acceptable.
    * Club members as speakers are encouraged as long as the topic meets the above criteria.
    * Advise prospective speakers that they have a total of 30 minutes which should include at least 5 minutes for questions.

8. Contact the Program Chair if you need ideas, are uncertain about a particular speaker or organization, or if you have a last minute cancellation.

9. Identify your program at least 4 weeks in advance.

10. Provide your speaker with the "Guidelines for Rotary Speakers" document.

11. As soon as you have identified your program email the following information to the Program Chair. This information will be posted to the Club website and Weekly Bulletin to give members the opportunity to invite interested guests. It may also be used to generate a press release.
    - Speaker's name (required)
    - Speaker's title or position (if appropriate)
    - Topic or title of the program (required)
    - Summary of the program (required)
    - Information on the speaker's organization (if appropriate)
    - Speaker biography (recommended)
    - Photograph (recommended)

12. If your speaker will be utilizing a computer for their presentation, they may bring their own or use the Rotary club's Windows laptop. Our laptop is compatible with our portable large screen monitor. We also have a remote control for PowerPoint or other programs that allow the speaker to be mobile during a presentation. However, connecting a personal laptop to the monitor is typically not an issue. If using the club's laptop, the presentation may brought on a USB Thumb Drive, DVD or CD. The Lake Forest Club has open Wi-Fi access if your speaker wishes to access their presentation or other materials via the internet.

13. We have the ability to connect our laptop to the sound system for the entire room for videos within a presentation as well as a wireless lapel microphone for the speaker.

14. Let the Program Chair know at least a day in advance if your speaker will be utilizing the laptop and or monitor and they will make arrangements with the Lake Forest Club to have the equipment set up.

15. On the day of your program:
    - Your speaker should arrive no later than 7AM and you as their host should be present to greet them, provide the Sergeant-at-Arms with the speaker's name, have a name tag prepared, confirm that any needed AV equipment is set-up <u>and tested with the speaker's presentation</u>, distribute any handout materials to the tables, etc. This should be completed by 7:15 when breakfast is served.
    - You and the speaker will typically sit with the Club President for breakfast.
    - When it is time for the program, the Club President will introduce you as the Program Host and you will then briefly introduce your speaker.
    - After the program, ends stand with your speaker if they are interacting with Club members.
    - Assist your speaker in gathering up material from the tables, etc.
    - After the presentation, communicate the Club's thanks to the speaker for their program.

16. Let the Program Chair know if you become aware of programs or speakers that would be of interest to the Club but that you will not be using.

Thank you for performing this important responsibility.

This document is also available at www.LFLBRotary.org