**GUIDELINES FOR PROGRAM HOSTS**

1. Being a Program Host is 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 randomly, with each member responsible for a program approximately every 20 to 25 weeks. The list of Program Hosts is available on the Club website.
3. As the Program Host you are accountable for:
   1. Knowing when your program is scheduled.
   2. Arranging a program on your assigned date.
4. If you will not be present on your assigned date you have two options:
   1. Arrange your program and have another member host and introduce your speaker.
   2. Ask another member to swap program dates.
5. If you need to swap dates it is up to YOU to arrange the swap. The Upcoming Speaker list on the club website lists the Program Hosts for each week. Member contact information is 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.
6. 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 a fresh and interesting program we haven’t heard before. 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, but not all meet our requirements.
7. If your speaker represents a charitable organization make certain they understand that the invitation does not imply that the club will be providing financial support.
8. As a not-for-profit organization we do not pay speakers.
9. No political candidates will be invited to speak within 120 days of an election. Remember that Rotary operates outside of the poli­tical arena.
10. Presentations should not promote a specific business or its products or services. Directly soliciting purchases or donations is not acceptable.
11. Club members as speakers are encouraged as long as the topic meets the above criteria, and it isn’t because they have failed to arrange a speaker.
12. Advise prospective speakers that they have a total of 30 minutes which should include at least 5 minutes for questions.
13. Contact the Program Chair if you need ideas, are uncertain about a particular speaker or organization, or if you have a last minute cancellation.
14. Identify your program at least 4 weeks in advance.
15. **Provide your speaker with the “Guidelines for Rotary Speakers” document.**
16. 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.
17. Speaker’s name (required)
18. Speaker’s title or position (if appropriate)
19. Topic or title of the program (required)
20. Summary of the program (required)
21. Information on the speaker’s organization (if appropriate)
22. Speaker biography (recommended)
23. Photograph (recommended)
24. Should a speaker bring a computer for the presentation, we STRONGLY recommend they also have a copy on a USB Flash Drive, should there be connection issues with their machine. The club has a variety of HDMI and RBG cables on-hand, including those for Apple products, but they should bring their own cables if using a more esoteric connection. Alternatively, we can provide a laptop which will load their Powerpoint or Acrobat files from a USB Drive.

1. Internet access cannot be relied upon, and accessing videos or other information over the Internet is not recommended.
2. On the day of your program:
   * + 1. Your speaker should arrive no later than 7AM and you as their host should be present to greet them, introduce them to the President, get them a name tag, confirm that any needed AV equipment is set-up and tested with the speaker’s presentation, distribute any handout materials to the tables, etc. This should be completed by 7:15 when breakfast is served.
       2. You and the speaker will typically sit with the Club President for breakfast.
       3. Make sure your speaker gets the club’s information package.
       4. You will be responsible for the Invocation or Moment of Inspiration for the meeting.
       5. 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.
       6. Stand with your speaker if they are interacting with Club members.
       7. Assist your speaker in gathering up material from the tables, etc.
       8. After the presentation, communicate the Club’s thanks to the speaker.
       9. Encourage the speaker to consider membership in Rotary. If they are representing a charitable organization, introduce them to our Heritage Race.
3. 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.

**GUIDELINES FOR SPEAKERS**

**Thank you** for accepting the invitation to speak to our Rotary Club of Long Grove, Kildeer, and Hawthorn Woods. We appreciate your willingness to share your talent and expertise with our members. Programs like yours are the centerpiece of our weekly meetings.

Our club was established in 1994. We are dedicated to creating positive, lasting change in our community and around the world through service and philanthropy. We join over 1.2 million Rotarians in 200 countries who put the Rotary motto of “Service Above Self” into practice. The approximately 20 men and women of our club include community leaders in business, professional and civic activities. They range in age from 30-something to retirees with an average age above 50.

The person who recommended that you speak will be your host and point of contact for all the details of your presentation including your introduction. Our club meets on Tuesdays from 7:15 to 8:30AM, at Village Pizza and BBQ at 235 Robert Parker Coffin Rd. in Long Grove. You and your host should plan to arrive no later than 7AM. This will give you time to test the audiovisual set-up, distribute any materials, etc. prior to the start of the meeting. A buffet breakfast is served at 7:15. You will be our guest for breakfast. The club meeting begins at 7:30 with the Pledge of Allegiance and an Invocation. Visitors are introduced, announcements are made and we take care of some club business. By 8:00, the President will turn the meeting over to your host, who will introduce you. By 8:30, the podium returns to the President.

The following guidelines are intended to help in preparing your presentation:

1. Please plan on 30 minutes or less for your program which includes at least 5 minutes for questions. The meeting must end by 8:30. You are welcome to talk to interested members after the meeting.
2. As soon as possible, but at least two weeks in advance, email the following information to your

host. This information will be used by your host for your introduction and will be posted to the club website ([www.RCLG.org](http://www.RCLG.org)), Facebook Page, and Weekly Bulletin to give members the opportunity to invite interested guests. It may also be used to generate a press release.

* 1. Your name as you want it to appear (required)
  2. Your title (if appropriate)
  3. Topic or title of the program (required)
  4. Summary of the program (required)
  5. Information on your organization (if appropriate)
  6. Biography (recommended)
  7. Photograph (recommended)

1. Handout information relevant to your presentation may be placed on the breakfast tables.
2. Typically there will be about 20 attendees, both members and guests.
3. Should you bring your own computer for the presentation, we STRONGLY recommend you have a copy on a USB Flash Drive, should there be connection issues with your machine. The club has a variety of HDMI and RBG cables on-hand, including those for Apple products, but you should bring your own cables if using a more esoteric connection. Alternatively, we can provide a laptop which will load your Powerpoint or Acrobat files from a USB Drive.
4. Please let us know if you will need computer or television sound for your presentation.
5. Internet access cannot be relied upon, and accessing videos or other information over the Internet is not recommended.
6. As Rotarians we are asked to apply the Four-Way Test to all that we say and do and we ask that you apply this test to your presentation. (www.rotary.org)
   1. Is it the truth?
   2. Is it fair to all concerned?
   3. Will it build goodwill and better friendships?
   4. Will it be beneficial to all concerned?
7. We ask that you refrain from taking political positions, delivering religious messages, making sales pitches or soliciting funds during your presentation.

**Finally, we are most grateful to you for agreeing to speak to our club and we look forward to your visit and your presentation.**