Homer Kachemak Bay Rotary
Speakers Program Guide

Monthly Leaders:
Call two months in advance – check to make sure the four Rotarians responsible for the month have lined up speakers.
If someone cannot do his/her job, then they should find a sub.
Advise Craig of speakers two months out, or whenever secured. Post on Google docs site. Address is on Bulletin.
Arrange audio visual equipment as needed. Talk with Craig.
Projector and speakers at Bidarka. Need VGA or 1/8” sound plugs.

Mac people MUST bring own video connectors—they should connect to VGA. WI-FI is available.

Make sure certificates are available for speakers.
Select GREETERS (new members?) and INVOCATORS for each week.
(go to our website and click on link)

Weekly Leaders:
Line up speakers for your time slot
Get phone numbers and email – give to monthly leader
Prepare an intro, and introduce your guest speaker
Make your intro more formal. We want to show respect for the time spent preparing and traveling. Tell us something that no one knows about the speaker.
Give your speaker list to the Monthly Leader
Find out what audio visuals are needed and give to Monthly Leader at least one week in advance
Call the speaker the day before to confirm
Show up early (11:30) to welcome your guest speaker and to arrange A/V

General:
If you have a speaker that you want to put in an already existing slot, call the Rotarian and see if the slot is filled or can be moved.

Emergency Speakers:
Gary Thomas
Bryan Zak
Dave Brann