

# **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**