**Speaker Guidelines** (Carpinteria Morning Rotary Club)

Many thanks for agreeing to speak to our club.  Past speakers have found it very helpful to have some guidelines about our meetings and our membership.  Please consider the following:

**Meeting Date, Time & Location**

We meet on Wednesdays, from 7AM to 8:00 AM at: Carpinteria Woman’s Club 1059 Vallecito, Carpinteria, CA 93013

*(Park in the lot between the Woman’s Club and the Community Church.)*

**Meeting Agenda**

  7:00 AM       Members arrive & buffet breakfast begins

  7:15               “President’s Time” (invocation, pledge + President conducts club business)

  7:35               Introduction of Speaker and Speaker’s Presentation

  7:55               Questions & Answers

  8:00               President wraps things up and adjourns meeting.

**A/V Equipment Availability**

A projection screen is available for showing power point, slide or video presentations. With advance notice, we can provide an LCD Projector with wireless remote, a laptop or a PA system with microphone. We do not have a wireless microphone.

**Additional Considerations**

We know that speakers’ styles and presentations vary enormously and that there is no magic format that will

 please all.  With that in mind, here are a few things that you may find helpful.

1. Don’t go longer than 20 minutes.  Our members have agile minds and like to engage the speaker.
2. Keep things fairly upbeat. The age range of our members can produce an attention span to match!
3. **Selling something (i.e. a product or service, your nonprofit’s cause, etc.) is not permitted** -- unless otherwise agreed upon by the Programs Chairperson.
4. Mixing it up is a very good thing.  Speakers who talk from the heart are usually received better than those who rely completely on a slide-by-slide PowerPoint lecture.
5. If it’s a travelogue type of presentation, please omit “Here we are at the airport” and other such gems.
6. We offer no stipends or travel exprenses

7..    **Please do not express religious or prejudicial views**.

**Your Introduction**

You will be introduced by your host (the person who invited you to speak).  You will both sit at the head table.

**Biography Needed**

For publicity & introduction purposes, please provide us with a recent biography.

**The Media**

We are a private club and meeting attendance is by invitation only.  To preserve the free exchange of ideas so important to us all, reporters will only be admitted if pre-approved by the Programs Chairperson.

**Rotary International.**

* Founded in 1905
* 32,000+ clubs -- 1.2 million members worldwide
* Worldwide Project: Eradication of Polio

**Our Club**

* Founded in 2002
* Approximately 39 members -- Business & Professional
* Ages: Mid 20s to high 80’s //  75:25 Male:Female
* Average meeting attendance: 35
* Website: [www.carpmorningrotary.org](http://www.carpmorningrotary.org/)

We look forward to your presentation.