**Projector & Screen Availability for Rotary Speakers**

 There is a projector and screen available at the Jaffrey Chamber of Commerce on a ‘first come, first serve’ basis.

 Please call the chamber office in advance of the need and reserve the equipment from Wednesday afternoon until Thursday late morning on the day of your speaker.

 The equipment can then be picked up on Wednesday afternoon, brought to the meeting on Thursday, and returned that same morning.

 Be sure to get to the meeting place early enough to set up and check equipment.

 If your speaker needs additional equipment (i.e. laptop computer), please indicate that to the Program Chair.

 Be sure to ask your speaker up front if they have any extraordinary needs. Give yourself plenty of time to fulfill these needs.