



CROSS TIMBERS ROTARY CLUB GUEST SPEAKER GUIDELINES

The following guidelines are for persons who agree to serve as a guest speaker for a meeting of the Norman Cross Timbers Rotary Club.

The weekly evening meeting is held at the Rotary House in Rotary Park, 1531 West Boyd Avenue in Norman. Additional information about our club and meeting location can be found at www.crosstimbersrotary.org

Our members start to arrive about 5:45 PM. The meeting begins at 6:00 PM and concludes promptly at 7:00 PM. Upon arrival, announce that you are the guest speaker. The club will provide your meal.

As part of the meeting agenda, the guest speaker is normally introduced about 6:30 PM. Club members expect guest speakers to make a 20-25 minute presentation, followed by a few minutes of questions and answers.

There are typically between 15-20 Rotarians and guests in attendance.

Presentations should not promote a specific business or its services and presentations should be non-political and non-sectarian unless you have been invited specifically for that purpose.

Making a "sales pitch" or directly soliciting purchases or donations is not in the spirit of Rotary and not recommended. Guest speakers are welcome to invite interested club members to stay after the meeting for more information. Handouts for club members are welcome.

The club has audio-visual technology, but no internet access. Presenters occasionally use overhead projectors or LCD displays of their own. Please advise the Rotarian who invited you so advance coordination can be made for your specific needs.

We do ask that you complete a Speaker Information Form if you have not done so already. This will enable us to correctly announce your presentation topic on our club's calendar and also publish it in our bulletin and then at the meeting to give you a proper introduction.

If you have additional questions, contact our Program Chair:

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