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**Program Guidelines**

Thank you for agreeing to speak at the Rotary Club of Texas City.  We meet on Tuesdays at noon at the Nessler Center (address below).  Please arrive a few minutes before noon to meet your host and get acclimated.

Nessler Center

2010 5th Avenue North

Texas City, TX 77590

The program portion of the meeting typically begins around 12:15pm with some announcements and introductions.  Your program will begin around 12:30 and we ask that you complete your presentation around 12:55pm to allow for some questions from the audience.

We ask that you kindly observe the following guidelines as you prepare your presentation:

* Please avoid political topics within 60 days of an election.  This includes campaigning for candidates as well as campaigning for issues.
* Please do not sell products as part of your program.  It is acceptable to sell products after your program but do not attempt to sell products as the primary purpose of your program.
* If you plan to have a power point presentation, please make sure to bring your flash drive and allow a few extra minutes to make sure it will work on our club’s laptop and projector.

Thank you!  We look forward to your program!

Facebook Page: <https://www.facebook.com/RotaryClubOfTexasCity/>

Website: <https://www.texascityrotary.org/>