**Program Host Checklist**

**Program Host:**

1. VISITING ROTARIANS - Invite them to introduce themselves giving their club name.
2. GUESTS - Invite Rotarians to introduce their guests.
3. HAPPY BUCKS
4. SONG
5. 50/50 RAFFLE
6. VOCATIONAL TALK
7. INTRODUCE SPEAKER - make sure they know strict 1:00 pm ending time and remind them to speak up!
8. SPEAKER PROGRAM

**President Takes Over at This Point**

1. THANK SPEAKER – GIVE MUG
2. ANNOUNCE NEXT WEEK’S SPEAKER
3. FOUR WAY TEST

Of the things we say, think or do

Is it the truth?

Is it fair to all concerned?

Will it build goodwill and better friendships?

Will it be beneficial to all concerned?

1. ADJOURN