PROGRAM HOST GUIDE

In our club, each member takes a turn finding a program and hosting.  This duty comes up less than once per year.  Because of this, there is a great diversity of programming.  Also, a number of potential speakers have been suggested by others, so don’t despair if you can’t think of anyone – just ask!  Finally, we have occasionally had off-site meetings at an interesting destination which has proven quite popular.  If that is something you’d like to do, we can help you arrange it.

Members take on the true role of host, as if they were hosting a party in their own home.

* You should invite folks to join you and the speaker at the front table.
* You should be present to greet the speaker when they arrive.
* You should take responsibility for the content of the speaker's talk.  Rotarians are forgiving of programs that don't live up to expectation, but program hosts should bring only speakers that their friends are likely to enjoy, or else warn their friends about touchy subjects that could come up.  Apply the Four Way Test.

Finding a program:

* Look at the newspaper for timely topics and note the expert who is quoted.
* Listen to the radio for interesting speakers.
* Consider your work contacts.
* Think about your own interests and hobbies.
* Look at neighboring Rotary Clubs' websites for programming ideas.
* Don't be afraid to just ask someone -- "Wayzata" and "Rotary" both have great pull and many speakers feel honored to be invited.
* Just remember, no actively campaigning politicians are allowed.  Wait until after elections please.

Program Committee:

Program Committee Chairs Lisa Fraga and J.R. Boisclair are available to give you advice and assistance on speaker selection, topic, etc.

* Maureen Mara will arrange for audio-visual equipment.

**Wayzata Rotary Program Host Checklist**

**Two** weeks or more before your program, email Lisa Fraga: fragalisa@gmail.com

* To provide the speaker’s name and topic for use in the newsletter.
* To request audio visual equipment needed for your speaker.

Available: DVD player, projector & screen, sound, additional microphone.

* You or your speaker should provide a laptop, if one is necessary.

**Before the club meeting:**

* Familiarize yourself with the order of the meeting.
* Prepare some notes for giving your Vocational Talk.

**Day of Program**

* + Arrive a bit early to greet your speaker.
	+ Invite fellow Rotarians to join you and the speaker at the head table.
	+ Be sure the speaker knows that the meeting ends promptly at 1:00.