

# **Los Altos Rotary Club**

## **Speaker's Fact Sheet**

### **WHAT**

Los Altos Rotary Club was chartered in 1949 and is the community's most active and well-known service organization. During the past 50 years, Los Altos Rotarians have volunteered thousands of hours for community and international service. We are part of a global organization with over 1,200,000 members in more than 200 countries.

Our annual fundraiser is the "Fine Art in the Park" show. Proceeds from this event support local charities and non-profit organizations such as the RotaCare free clinic, Community Services Agency, scholarships to high school students, plus many other deserving organizations and projects.

### **WHO**

Los Altos Rotary Club members are prominent business, government, education and community leaders in the Los Altos/Los Altos Hills area.

### **WHEN**

Los Altos Rotary Club meets every Thursday, from noon to 1:30 pm, for a buffet lunch. The club meeting starts at 12:15. The speaker is introduced at 1 p.m. and finishes at 1:28. The meeting is adjourned promptly at 1:30.

### **WHERE**

Los Altos Rotary Club meets at the Garden House in Shoup Park, 400 University Avenue, Los Altos, CA 94022-3518. A reserved parking space for the speaker is next to the Garden House building.

### **AUDIENCE**

Los Altos Rotary Club has approximately 175 members. An average of 100 to 125 members and guests attend the weekly luncheons.

### **LENGTH OF PRESENTATION**

Often speakers talk for about 20 minutes and allow 8-10 minutes for Q & A, but it is up to the speaker as to how he or she uses the 30 minutes. It is important that the speaker not go beyond 1:30 p.m.

### **AUDIO / VISUAL**

All special arrangements for laptops, CDs, DVDs, projectors and PowerPoint should be scheduled in advance. All AV presentations are shown on a single screen at the end of the room to the left of the speaker. A projector, screen and laptop are available. The club may not be able to accommodate last minute requests.

Most speakers use the microphone at the lectern which can be hand-held; however, a wireless microphone is available if requested.

### **QUESTIONS**

Questions, special arrangements or any last minute plan changes should be addressed to the person who invited you to speak.