

Lawrence Rotary Monthly Speaker Coordinator Checklist

Before the Month Begins

- Confirm with Club President/Program Chair which month you are responsible for.
- Review the Lawrence Rotary Club calendar for holidays, special programs, or conflicts.
- Reach out to potential speakers (community leaders, nonprofit representatives, business professionals, Rotarians, etc.).
- Verify speaker topics align with Rotary values and audience interest.
- Collect speaker's bio, headshot, and topic description for publicity.
- The speaker must send an email to Sarah Hoadley Sarahhoadley@gmail.com with written permission to publish their name on the website (privacy requirement.)
- Confirm meeting logistics (time, location, technology needs, meal details, etc.).
- Provide speaker guidelines (length of talk, Q&A; time, Lawrence Rotary customs such as the singing before meetings begin, audience size, etc.).

2–3 Weeks Before Each Meeting

- Send reminder email to the speaker with date, time, location, and topic.
- Confirm any AV/tech needs (PowerPoint, microphone, Zoom, video, etc.).
- Share bio/topic info with newsletter editor Corene Seaver coreneseaver@gmail.com, website manager Sarah Hoadley, Sarahhoadley@gmail.com, and Club President, Jeffry Jack jeffrylawrencerotary@gmail.com.
- Arrange for a Rotarian to introduce the speaker if you will not be present.

Week of the Meeting

- Send a final reminder to the speaker with arrival time, parking details, and contact phone number.
- Double-check AV/tech setup with Maceli's or Arterra.
- Remind club president of speaker's background and topic.
- Prepare a thank-you note for the speaker.

Day of the Meeting

- Arrive early to greet the speaker.
- Test microphone/AV setup.
- Introduce the speaker to the Club President and other leaders.
- Ensure the speaker sits near the front for easy access to the podium.
- Introduce the speaker.
- Manage timing: confirm speech length (usually 20–25 minutes including questions).
- Serve as the "host" for questions and walk around the room with the microphone.

After the Meeting

- Thank the speaker publicly.
- Send a follow-up thank-you email or handwritten note.
- Share photos or highlights with the newsletter/social media team.
- Provide feedback to the Program Chair if speaker was especially well-received.

Other things to think about

- PowerPoint presentations are not required, and often times should be discouraged.
- Consider doing a “celebrity interview” with your speaker instead of having them stand up and speak alone. Reach out to Heather Hoy if you are interested in trying out this method for your program.
- Bring in a panel instead of one speaker – perhaps there is a topic that could be interesting with more than one person. Make sure Maceli’s is aware if you are doing a panel for setup and sound needs. If you need help with panel facilitation, let the program coordinator know.
- YOU can be a speaker! If you have a talent, passion, or something exciting you are doing for the good of the community, share it with the club!
- Don’t forget the richness of experience and stories in our own club – reach out to Rotarians and ask them if they want to do a program!
- Make it FUN – one reason we lose members is because people are looking for a fun experience. Help us retain members by making the lunch hour memorable and enjoyable!

Information for Rotary Club Guest Speakers

Thank you for presenting to the Lawrence Rotary Club! Here's what you need to know:

Program Details

Speaking Time: 15–20 minutes, followed by Q&A. Meeting adjourns at **1:00 p.m.**

Speaker Coordinator: The Rotarian who invited you is your point of contact. Please provide them with:

- Your program title
- Your name & title (for website/newsletter/signage)
- A short bio for your introduction
- Four weeks prior to your speaking date, please provide permission by email to Sarah Hoadley sarahhoadley@gmail.com, our website and social media coordinator, to list your name/program online (privacy requirement).

Meeting & Venue

Schedule: Lunch buffet at noon (vegetarian options available). Meeting begins ~12:20; you'll be introduced between 12:30–12:40.

Location & Parking: Meetings are held at **Maceli's, 1031 New Hampshire Street**. Limited metered street parking nearby (10-hour meters on black poles). Free 2-hour parking in the city garage at 9th & New Hampshire, a half block north. Two-hour free parking is available on both level one, which you enter from New Hampshire Street, and the basement level, which you enter from Ninth Street (exceptions are any spaces marked as reserved).

*Meetings are *occasionally* held at **Arterra, 2161 Quail Creek Drive, Lawrence, KS 66047** – please confirm with your speaker coordinator.

Audio/Visual

Microphones: Handheld, unidirectional—hold close to your mouth (“rock star, not ice cream cone”).

Projector: HDMI connection available. Fonts should be at least 24pt for visibility. Arrive by 11:30 if using non-HDMI or Apple laptops (bring your own adapters). Bring a backup copy of your presentation on a flash drive.

Sound: If your presentation includes audio, we may need to connect via headphone jack. Please test your setup before the meeting.

For AV support, coordinate with Maceli's.