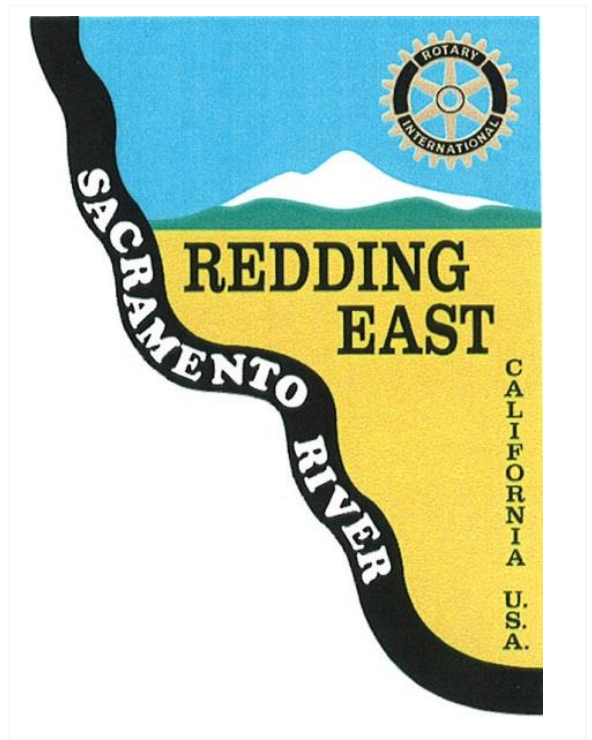


**Redding East Rotary
Guest Speaker Information Sheet**



General Info

Date of Presentation: _____

Sponsoring Team Captain: _____

Speaker Info

Name(s): _____

Organization: _____

Phone #: _____

Email: _____

Brief Bio

Career (education, previous, jobs, time at current position, etc.): _____

Personal/Family (where did they grow up, when did they move to Redding, spouse/kids?): _____

Service & Volunteerism (involvement in areas beyond their current job): _____

Other (awards, milestones, achievements, offices held, etc.): _____

Presentation Information

Topic/Title: _____

Description: _____

Project/Organization's website: _____

Yes No - Speaker's presentation will need access to projector

Yes No - Speaker's presentation includes video which will also need sound

Guest Speaker Guidelines & Etiquette

The mission of Rotary International, a worldwide association of Rotary clubs, is to provide service to others, promote high ethical standards and to advance world understanding, goodwill and peace. The mission is reflected in Rotary's motto "Service Above Self." Please tailor your presentation with this in mind.

We also ask that your presentation not include direct solicitation of funds, appeal for political action or circulate petitions. Providing information on how an individual may follow up with you personally, visit a website or contact your organization is appropriate.

Redding East Rotary Meeting

We meet on Wednesday from 12:00 PM to 1:00 PM at the Redding Elks Lodge #1073, 250 Elk Drive Road, Redding CA 96003. Our club membership includes people who live or work in the Redding community.

Our guest speaker is introduced at approximately 12:35 PM with 15 min for their presentation and 5 minutes for questions from the group. Please plan on arriving at 11:30 AM to meet our Club president and the team captain who arranged for your presentation. You may use this time to set up for your presentation. A PA system, laptop and overhead projector for PowerPoint presentations is provided. Plan your presentation for a group of 50-70 people.

Email completed questionnaire and photo (optional) to your Redding East Rotary contact or the Program Coordinator, Jennifer Haynes: jlhaynes219@gmail.com