

# Xenia Rotary Club Guest Speaker Application Form

---

## Personal Information:

- Full Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Presentation Information:

- Presentation Title: \_\_\_\_\_
- Short Biography: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Brief Outline of Presentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you require more than 20-30 minutes? (Yes/No)
  - If yes, please specify the additional time needed: \_\_\_\_\_
- Will you be using a PowerPoint slide or video? (Yes/No)
  - If yes, please provide a brief description of the media: \_\_\_\_\_

## Availability:

- Preferred Date(s) for Presentation: \_\_\_\_\_
- Alternate Date(s) for Presentation: \_\_\_\_\_

## Additional Information:

- Any special requirements or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Notes:**

- Not all applications will be accepted.
- We will review your application and get back to you as soon as possible.
- Please direct any questions or comments to our Club's Secretary using this form or via email at [jbaker@xarsc-seniorcenter.org](mailto:jbaker@xarsc-seniorcenter.org).

---

Thank you for your interest in speaking at the Xenia Rotary Club.