

If you are obtaining a speaker

One of the strengths of our club has been the quality of the speakers we hear each week. It is important that you help maintain that quality by following these steps.

1. Submit your speaker and topic for approval to the chairperson 2 weeks before your assigned date. Do this prior to making a commitment to the speaker. After receiving approval from the chairperson, confirm the date with your speaker.
2. Understand what your speaker will be presenting and ensure that their remarks will be of interest to members of our club.
3. Make sure your speaker has read our guidelines and understands that they must be strictly adhered to.
4. Obtain your speaker's home phone number and email him/her one week before the event and call him/her Tuesday evening as a reminder.
5. If at all possible, try to hear your speaker give a talk before you invite them to speak to our club. Not all knowledgeable people make good presentations.
6. If you have trouble obtaining a suitable speaker, please contact the chairperson 2 weeks prior to the date. We have substitutes that we can provide which may be preferable than having a sub-standard presentation. Do not feel you have failed if you are unable to provide a speaker.

Please read the Speaker Guidelines as well as forward a copy to your speaker. They must receive a copy of these guidelines before they are to present their talk.