

Rotary



Rotary Club of St. John's East Meeting Program Planning Sheet

Date: _____

Duty Group Members

Identification of Guest Speaker(s):

Land Acknowledgement: _____

O Canada: _____

Grace: _____

Toast: _____

Chair of the Day: _____

Greeter/Attendance: _____

Fines: _____

Introduction Guest Speaker: _____

Thank Guest Speaker: _____

Winner of Door Prize: _____

Announcements/Club Business: _____

Ode to Newfoundland: _____

Please remember if speakers require projector.

Also, please advise guest speakers that their presentations should be limited to a maximum of **20 minutes**, in order to ensure the meeting concludes on time (8:30 am).