



Thank you for your interest in the Rotary Club of New Braunfels Guest Speaker Program. In order to properly promote your presentation and introduce you and your organization to our members, please fill-out this form and return it to **Joyce Yannuzzi, Program Chair**, [rotarynbtx@gmail.com](mailto:rotarynbtx@gmail.com), at least **four (4) weeks** before the program date, along with the following:

- Digital headshot photo
- Personal bio (50 to 200 words)
- Copy of any handouts or marketing materials you intend to use
- Copy of your presentation

Presentation Title: \_\_\_\_\_

Speaker's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Speaker's Company/Association: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Speaker's Company/Association Web Address: \_\_\_\_\_

Rotary Host (person who invited you to speak): \_\_\_\_\_

**IMPORTANT:** Due to compatibility issues, we cannot accept emailed PowerPoint presentations or the use of personal computers. PowerPoint presentations must be supplied on a USB thumb drive. To avoid issues with uninstalled fonts, please embed all fonts in the presentation file.

Will the speaker require A/V?  Yes  No If yes, please save your presentation to a USB thumb drive and embed all fonts in the presentation file.

Will the speaker be bringing guests?  Yes  No If yes, please list their names: \_\_\_\_\_

Does the speaker or any guest(s) have any special dietary needs or request(s)?  Yes  No If yes, please list: \_\_\_\_\_

## General Information & Guidelines

Date/time:	Wednesdays at 12:00 PM. Please arrive no later than 11:45 AM (11:30 AM if using A/V).
Location:	Knights of Columbus Hall 111 Landa Street New Braunfels, TX 78130
Parking:	Free parking is available in front and side of the hall.
Lunch:	Lunch is provided for the speaker and up to three (3) guests.
Meeting:	The Rotary meeting, lunch, invocation, song, pledges, inductions, and announcements will precede the speaker's presentation.
Speaker:	The speaker will be introduced and will start their presentation at about 12:30 PM. Speaker has 25 minutes, which includes Q&A time. Speaker may also take questions after close of meeting. The speaker should end their presentation promptly and no later than 12:55 PM.
Adjourn:	Meetings adjourn promptly at 1:00 PM

### Please review the following:

- The Rotary Club of New Braunfels' membership is comprised of approximately 150 professional men and women, with over 100 in attendance at each weekly meeting.
- Your Rotary Host is the person who invited you to speak to the Club. Within seven (7) days in advance of your presentation date, please be sure to provide your Rotary Host with requests for any audio-visual needs you may have as shown above.
- Please provide your Rotary Host with a brief bio of 50-200 words no later than fourteen (14) days in advance of your presentation date. This introduction may be used for multiple purposes including announcement on the Rotary website, notification of media, email announcement of meeting, and introduction of the speaker at the meeting.
- The meeting venue room is large. The speaker is requested to use the provided microphone. Please make sure to speak directly into the microphone and hold it close to your mouth while speaking. If it is held more than 6-inches away from your mouth, the audience will not be able to hear you. We encourage our speakers to ask for questions upon conclusion of their presentation if time allows. When doing so please repeat the question into the microphone so that every member of the audience will know what the question was.
- Pamphlets or brochures related to your presentation may be distributed on tables prior to the meeting. **Pamphlets or brochures cannot solicit donations.** Please arrange to have any extra brochures picked up following the meeting.
- Program subjects not allowed include marketing or sales talks (generic product/service is permitted, but not specific to speaker's business), or solicitation for a charity, cause, or project. **Using the Rotary "platform" to dispense individual financial advice or make political or religious messages or positions is prohibited. Requests or pitches for money are also prohibited.** Requests for Club financial or human support for service projects should be directed to the appropriate committee and can be obtained from the Rotary Club of New Braunfels' Website: <http://www.newbraunfelsrotary.org>.
- Any presentation subject matter that is deemed controversial will not be allowed. **All presentations must be approved at least fourteen (14) days in advance.**

For questions contact Joyce Yannuzzi, Program Chair, [rotarynbt@gmail.com](mailto:rotarynbt@gmail.com)