



Presenter Guidelines

Marshfield Rotary is a fun, enthusiastic club committed to helping each other and our neighbors in need. Rotarians are business and professional leaders from the area who volunteer time and resources to improve the quality of life in this community and around the world. Each member is assigned a day 1-2 times each Rotary year to lead a presentation or club activity. During the meeting you are scheduled to present, you will also provide the invocation and a classification for the club. This guide is designed to help you through this process.

Scheduling your Speaker

Speakers are designed to share community information that aligns with the mission and vision of our club. Presentation types include but are not limited to educational, motivational and informative programs. Speakers should not be political in nature or provide a “sales pitch” or direct solicitation. Additionally, political candidates or other topics pending public measure should be approved by the board to provide fair and impartial practices throughout.

Speakers may choose to use a power point or other presentation, posters, and other visual aids but they are not required. Speakers should plan for about 20 minutes. You will need to confirm your speaker with the president-elect of the club and share the [speaker information](#) with your scheduled speaker.

Speakers are asked to send a paragraph about the subject of the presentation as soon as confirmed. The speaker can also choose to share a PowerPoint slide or other links regarding the topic. This allows the club to promote the topic on the website.



Preparing Your Classification Talk

When you give a “classification talk,” strictly speaking you are not talking about yourself or your job or business but about the industry in which you are employed, the “principal or recognized business or professional activity of [your] firm, company or institution.” We want to learn something about your vocation or classification but also about your specific job and you personally. The following list is a hodge-podge assembled from the classification talk guidelines of many other Rotary clubs. You may not be able to include all of the bullet points in your talk, but perhaps they will give you an idea of what to talk about. Feel free to add other information that will help us get to know you. A classification should be roughly 3-7 minutes.

Vocational

- What it is exactly that you do: if you are not self-employed, the company you work for and your position in it, as well as what the company as a whole does
- Why you chose your particular business or profession (if you previously had a different job or career, why you changed career paths)
- Parts of your job you find most rewarding and most difficult
- Forecast employment opportunities in your field for the coming decade
- What kind of education and experience are required to get into your vocation
- Advice you would give persons entering your career field
- How your profession is being impacted by technology, government regulations, and environmental factors

Personal

- What brought you to this area if you were not born here
- Your family—if applicable, your spouse’s name, where you met, how long you’ve been married, number and ages of children, etc.
- Your hobbies and special interests
- Interesting travel (for business or pleasure) or any other experiences that might be of interest to fellow Rotarians

Rotary

- Other Rotary clubs you’ve belonged to, if any
- Why you joined this club



Preparing your Invocation

An invocation is an opportunity for you to invoke inspiration into the club to set our intentions for the club meeting. Rotary invocations should be short and simple, acceptable to any religious denomination. Rotary is a non-discriminatory, non-political, and non-denomination organization. Rotary is comprised of members from a wide range of religious faiths, and for that reason Rotary International recommends non-denominational meeting invocations that give no reference to beliefs of specific religions.

Rotary Invocations can:

- a. Give thanks and ask blessing for those who serve us, (e.g. leaders of our local, state or nation; law enforcement; fire and rescue; healthcare workers, etc.)
- b. Give thanks and ask for wisdom for leaders of all types (e.g. each of us as individuals and business owners or managers and leaders of our country.)
- c. Give thanks for relationships between one another, our family, our friends, and community.
- d. Give thanks for the many blessings we enjoy, our abundant food, a home, freedom, etc.
- e. Be a request that we each have wisdom, integrity, patience and good humor in our dealings with everyone we encounter.
- f. Ask a blessing on a case-specific basis (e.g. difficult international, national, or local emergency events such as tornado, blizzard, earthquake, tsunami, etc.)
- g. Be invitations for the group to share a moment of silence to reflect on any of the above.

Moments of Inspiration:

Can be used in place of an invocation. We all have quotes, poems or short inspirational stories that have touched our lives or are appropriate to the speaker topic or what is happening in the world around us. Feel free to share.



Suggested Rotary Invocations

(You are not obligated to use one of these.)

Invocation 1 Thank you for this chance to be together with these business friends and associates. Bless our time and fellowship together. Amen

Invocation 2 Thank you for this food and for those who graciously serve it to us. Help us to appreciate those who serve us on a weekly basis. We also thank you for others who serve us, Police and other law enforcement officers, Fire and Rescue professionals and our Service Men and Women around the world. Bless us and give us the humility to serve each other, and our community effectively. Amen

Invocation 3 Thank you for each of our safe arrival here today. May we demonstrate professionalism, integrity, and respect in our interactions with one another and each person we encounter today. Help us balance confidence and humility, seriousness and humor, leadership and service as we begin and ultimately complete this day. Amen

Invocation 4 I would ask you to join me in a moment of silent mediation this morning. As you do, please remember the blessing of this meal, our relationships together and the chance to live in this fine land (allow the room to be silent for 45 – 60 seconds and then say, Amen).

Invocation 5 As we begin this time together, we are mindful of those in Haiti, New Orleans, Indonesia (insert appropriate location) who are in the midst of this difficult event. Be with rescue workers and government leaders around the world (or country) as they assess and begin to work through this tragedy. Give them wisdom and be with individuals who are suffering. Show us ways we can be helpful. Amen

Invocation 6 As we begin this time together may you give each of us wisdom and grace in our dealings with each other, others in our respective organizations and those others who we come in contact with today. Also, help us see the many good things around us and ways we can be a blessing to someone we encounter today. Help our words to be positive, and in those instances where they must provide correction, clear and season with humility rather than arrogant and destructive. Amen

Invocation 7 Thank you for the blessing of life, the chance to be here this morning with friends and business associates. Thank you for our safe arrival, this meal and our guests. Help us make productive use of our time together here at Rotary and in each setting where we find ourselves today. Grant us wisdom, peace and a sense of gratitude for the many opportunities and possessions we have. Amen.