



## **Rotary Club of Bridgton-Lake Region Speaker Guidelines April 2016**

Thank you for agreeing to be a guest speaker for an upcoming meeting of the Rotary Club of Bridgton-Lake Region. The person asking you to speak before our club will be your host for the day of your talk.

Our weekly Thursday morning breakfast meetings are held at the Bridgton Community Center. The address and directions can be found below. Our members start to arrive about 7:00AM. Typically we have 20 to 25 Rotarians and guests in attendance. The meeting begins at 7:15AM and concludes promptly at 8:15AM. You are our guest. So when you arrive be sure and let the Sergeant-at-Arms know you are the speaker and please don't pay for breakfast. The guest speaker is normally introduced by your host. Typically guest speakers make a 15-20 minute presentation that may be followed by a few minutes of questions and answers. Please let us know if you will need additional time.

If you have need for any audiovisual equipment such as an overhead projector or screen please let your host know as soon as possible. Several weeks prior to your speaking engagement please send your host some form of a personal bio and your speaking topic so we can update our club calendar and so that you can be properly introduced.

Presentations should not promote a specific business or its services and should be non-political and non-sectarian, unless you have been invited specifically for that purpose. Directly soliciting purchases or donations is discouraged, as those requests should go through our Community or Foundation Committees. Guest speakers are welcome to invite interested club members to stay after the meeting for more information. Handouts for club members are welcome.

Thank you, and we look forward to your visit and your presentation.

Club Location: Rotary Club of Bridgton-Lake Region meets at the Bridgton Community Center located at 15 Depot St, Bridgton, ME 04009.