

## **Rotary Club of Portsmouth Sunrise**

### **Guest Speaker Guidelines**

(Effective February 6, 2006)

**Purpose:** To provide general guidelines when scheduling guest speakers at regular club meetings or for other club sponsored events.

#### **Guidelines:**

1. First and foremost, the speaker's content must pass the 4-way test:

Is it the TRUTH?

Is it FAIR to all concerned?

Will it build GOODWILL and BETTER FRIENDSHIPS?

Will it be BENEFICIAL to all concern?

2. The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

FIRST. The development of acquaintance as an opportunity for service;

SECOND. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

This should be kept in mind when scheduling speakers – we should be promoting this ideal through these programs!

3. All guest speakers should be reminded they are here to speak about a topic of interest and value to members, not to promote their individual businesses. Any representative of a 'for profit' company should not be allowed to distribute printed material, while representatives of not for profit groups should be allowed to distribute printed material about their organization or the topic they are presenting. Authors should be allowed to set up a table to autograph and sell their book after a presentation.

4. Scheduling those running for political office is discouraged and only nominated candidates above the office of State Senate (and only if they request to speak) will be allowed to speak and their opponents must be invited to present their position on the issues. Political posters, banners, fliers and buttons will not be distributed within the confines of the meeting space. Any legitimate candidate for the Presidency of the United States requesting to speak should be scheduled with no requirement to invite other candidates.

5. We should try to strike an appropriate mix of speakers that present business and community related information of interest to the club. Speakers booked for entertainment value should be considered as well.

6. When scheduling speakers, every effort should be made to assure that the topic is appropriate for members and guests.

**Please note, the guidelines contained herein are intended only for use by members of the Rotary Club of Portsmouth Sunrise and are not to be distributed to non-members.**

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