



## The Rotary Club of Downtown Sioux Falls

### GUIDELINES FOR SPEAKERS

#### AUDIENCE PROFILE

Rotarians who attend are business, civic, community and thought leaders. We respectfully ask you do not impose or promote personal political or religious views upon our membership. We also ask you do not solicit, either directly or indirectly. You have been invited to speak to our Club to inform, educate and/or entertain members and guests.

#### DAY, TIMING & LOCATION

Mondays at noon. Holiday Inn Sioux Falls – City Center - 100 W 8th Street. First Floor in the Falls East Room, (*On occasions proceed to top floor in the Starlight Room*). Check the board in the lobby when you arrive for the meeting room assignment for that day's meeting.

Plan to arrive by 11:45 am to get set up, meet and get to know some of the members. You will be seated at the head table with the monthly program chair who will be introducing you. A complimentary lunch will be provided when you check in at the Rotary registration table.

Meetings between 12:00-12:15 p.m. The length of time needed for club business varies every week, but generally ranges from 10 to 20 minutes. Meetings conclude at 1:00 p.m. This would allow approximately 30 minutes for presentation.

#### SPEAKER AIDS

On the **Weekly Program Speaker Form**, you will find a list of available A-V items and questions so we are prepared to support you. **NOTE: This must be completed 4 weeks in advance**, with Headshot, Bio and other requested information as the program will be posted on website, Facebook and potentially a media advisory.

We do have members who are hearing impaired. During Q&A, please repeat questions asked of you from the audience before answering.

**Facebook Live & Still Photos:** Programs are Facebook Live streamed and still photos will be taken.

#### MISCELLANEOUS

**Handouts** - 80 copies and/or a PDF version to Monthly Program Chair which can be sent out the next day.

**Guests** are welcome, please inform us in advance. Your guest(s) will receive nametag(s) and if necessary, we will reserve a place for them to sit. The meal costs are \$15 per guest.



**Questions, contact your Monthly Program Chair**