



**THE ROTARY CLUB OF DOWNTOWN SIOUX FALLS
WEEKLY PROGRAM SPEAKER FORM**

DEADLINE 4 WEEKS BEFORE PRESENTATION

Directions:

- Propose Speaker and Topic to President and Program Chair for approval 3 months prior to proposed month to speak
- Once approval received, complete one form for each speaker and email form to Program Chair, Secretary, Social Media Chair and Media/Public Relations Chair

Monthly Chair Name:

Date of Presentation:

Speaker Name:

Speaker Position Title:

Speaker Contact Email:

Speaker Contact Number:

Presentation Title:

Speaker Bio:

High quality headshot (jpg/png) MUST be provided

Three key learning objectives from presentation, suitable for communicating to membership, press and for use on social media.

1)

2)

3)

Why should they care?



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Is this this topic newsworthy? YES No

If yes, Why?

Is speaker willing to be interviewed by press?

AV NEEDS

PRESENTATION?

Internet Needed?

Audio?

Yes

No

Yes

No

Yes

No

Speaker **MUST** bring laptop. Projector, Clicker, Screen, Podium & Mic, Hand-held Mics provided.

Anything else you would like us to know?

As a service club, we are always looking for ways to increase our marketing exposure to our community and state. If you have a newsletter, social media sites, or other forms of communication, we would appreciate you mentioning speaking at our club meeting! Feel free to tag us or send us a copy. Thank you!