



The Rotary Club of Lafayette is extremely grateful to you for agreeing to be one of our program speakers. We value your time and commitment, and we look forward to your visit to our club and most importantly your presentation. **Merci Beaucoup!**

GUIDELINES FOR SPEAKERS

Thank you again for accepting the invitation to speak to the Rotary Club of Lafayette. The person that will be your point of contact for all details of your presentation including your introduction is Chris Gilcrease. Chris is our Club Service Director and Program Committee Chairman.

Our club meets on Thursdays from 12:00 p.m. to 1:00 p.m. at the Petroleum Club located at 111 Heymann Blvd., Lafayette, LA 70503. The buffet lunch meal is available by 11:45 a.m. and speakers are always our guests for lunch. **You should plan on arriving between 11:30 and 11:45 a.m.** This will give you time to check out any equipment issues you may need for your presentation, to be introduced to Chris Gilcrease and to our club's President, and have the opportunity to enjoy lunch together.

Current club membership is 146 and typically about 100 are present at our lunch meetings, and you will be speaking to some of the top business professionals in Lafayette, Louisiana. High quality weekly programs are extremely important to the club's membership, which is one of the main benefits of attending a meeting at the Rotary Club of Lafayette. The following guidelines are intended to help in preparing your presentation:

- Our members respond positively to engaging speakers who present a topic of informational, educational, motivational, or entertainment value that will be of interest to all club members.
- The club meeting begins at 12:20 p.m. with an Invocation followed by the Pledge of Allegiance. Our guests and visitors will then be introduced and if necessary, important club business and or announcements may be made. At 12:30 p.m., the President turns the meeting over to the club program chairman, who will introduce you as the guest speaker. **The meeting ends promptly at 1:00 p.m.**
- The dining room at the Petroleum Club is very large so we request that you use either the microphone at the podium or the lavalier microphone.
- Presenters can bring their own laptops; however, the club does have a laptop, projector, and screen available for your use if needed.
- Please advise our Club Program Chairman, Chris Gilcrease with a program title, a brief bio of yourself, and if you will require use of the club's laptop and

or projector at least 2 weeks prior to your presentation. This information will be used for your introduction and advertised in our weekly newsletter, website, and in social media.

- When planning your program, **please plan on 20 minutes for your presentation**, allowing 5 minutes for Q & A. You are welcome and encouraged to stay after the meeting to answer any additional questions after the meeting.
- In respect to all of our members' and visitors' time, it is important to note that our club uses a timer ("The Democratizer") to allow our speakers to know exactly how much time they have remaining for their presentation. **At approximately 12:58pm the buzzer will sound and the podium returns to the President of the club.**
- Informational leaflets, flyers, collateral material may be placed on tables as leave behinds.
- At the end of the meeting it is customary for our guest speaker to take a photo with the club's President, for use in our bulletin, website, and social media site.

Additionally, we strongly request that our speakers please abide by the following

- All presentations should refrain from promoting a specific business, its services or products, and there should be no type of solicitation for financial or in-kind donation, or a request to purchase products or services. It is acceptable to talk about your business/organization and its services; but it's not okay to make a "sales pitch" or directly solicit donations.
- Personal political or religious messages are not permitted.
- Using the Rotary platform to dispense individual financial advice is prohibited.
- Please refrain from promoting anything that might suggest fund raising for whatever the excellent cause might be. (Our Rotary club's fundraising and allocations are budgeted.)

THE FOUR-WAY TEST

of the things we think, say or do

Is it the **Truth**?

Is it **Fair** to all concerned?

Will it build **Good Will and Better Friendships**?

Will it be **Beneficial** to all concerned?

Rotary Club of Lafayette website: www.lafayetterotary.com