



## Speaker Guidelines

**Thank you!** We deeply appreciate your willingness to take the time to share your talent and expertise with our members. Gateway Rotary is an organization of community members committed to professional and ethical values, humanitarian service and the motto "service above self". For more information please see our website: [www.gatewayrotary.net](http://www.gatewayrotary.net) or our Facebook Page: <https://www.facebook.com/Gateway.Rotary>

The following guidelines are provided to assist you with your presentation:

### Background Information

- ✓ Gateway Rotary was chartered in 2011 with 25 members. We currently have a membership of 95+/- . We have an attendance average of 40-50 at each weekly meeting.
- ✓ We meet at O'Blarney's Irish Pub, 4411 Martin Way East, Olympia, each Wednesday morning from 7:00-8:00am. The meeting room is located at the left side as you enter the building.
- ✓ Your Rotary host, club vice President Jeff Ott is the chair of the committee that has invited you to speak to us. Please be sure to provide him with:
  - Information on any audio-visual equipment that you will need
  - A brief bio of yourself for your introduction to the group
- ✓ Pamphlets or brochures related to your program may be distributed on tables prior to the meeting.
- ✓ Please arrange to have extra brochures picked up following the meeting.
- ✓ Unless specifically asked to do so by the club President Jerry Farmer, please refrain from:
  - Marketing Sales talks;
  - Direct solicitation for a charity, cause, or project, or
  - Personal political or religious messages.

Requests for Club support for service projects should be directed to our Service Committee Chair, Corinn Wohl ([cwohl@twinstarcu.com](mailto:cwohl@twinstarcu.com)) or 360-923-4596.

### At the meeting

- ✓ Please arrive by 6:45 a.m. for any set up needs and to get settled before the meeting.
- ✓ Introduce yourself at the Club's registration table.
- ✓ You will be seated at the front of the room with Jeff Ott. Please order breakfast and have coffee if you like. The Club provides your breakfast.
- ✓ The program portion of the meeting begins @ approximately 7:20 and ends @ 7:40 including questions.
- ✓ We do have other Club business after the speaker's presentation. Please stay with us for this time.

If you have any questions, please contact Jeff Ott ([RotaryJeff@icloud.com](mailto:RotaryJeff@icloud.com)) or 360-507-0746