

## ROTARY CLUB OF HATTIESBURG

### Speaker Guidelines and Checklist

Thank you for agreeing to take on the important responsibility of securing our Programming for Hattiesburg Rotary! The quality of programs reflects on our club and its members. Therefore, keep the following guidelines endorsed by Rotary International in mind when considering speakers.

1. [Seek out diversity](#) and shared interests. Rotary is a service organization with members from a wide variety of religious, political and professional backgrounds. [Avoid subject matter of heavily religious or political content](#). Be courteous of this fact. "Is it fair to all concerned?"
2. [Avoid duplicating topics](#) that have recently been addressed or organizations that have recently presented. A list of past speakers is available from the Program Chair.
3. Elected officials are welcome to present to our club however [do not schedule actively campaigning candidates](#) for public office - including those seeking re-election.
4. [Sales pitches are discouraged](#). Refrain from scheduling speakers whose focus is the sale of a product or service.
  - a. Exception: If the subject is appropriate, speakers who are authors on the topic of their presentation may be allowed to offer their books for sale at the end of the meeting.

What to do next?

1. [Review past speakers](#) and consider future speaker candidates. [Discuss the guidelines](#) with your candidates.
2. [Identify](#) the Speaker as well as [the TOPIC of the program](#).
3. [Confirm](#) their availability for an open date. [Collect](#) their 2-3 paragraph [biography and headshot](#).
4. [Forward the Topic](#) of the program, the speaker [bio and headshot](#) to the Programming Chair as soon as possible to secure their spot on the upcoming schedule. *Please consider that this information must be prepared for the newsletter in print and online ahead of time.*
5. [Congratulations](#) you just booked a Speaker. **But wait, there's more!** [You are now the Host](#) for that Speaker. You are expected to [introduce the speaker or find an alternate host](#) if you are not available. Make arrangements to [meet the Speaker at Southern Oaks prior to 11:45am](#).

Things to consider...

- *Your speaker's booking is not final and [dates will not be held unless](#) their headshot and biography is delivered to the Programming Chair.*
- Southern Oaks provides [a slideshow projector with HDMI or VGA connections](#) for Club use. Your speaker & you may need to [consider adapters](#) that connect to those inputs. A presentation [slideshow is not required](#).

### Checklist!

- Forward Guidelines to Speaker.
- Identify the Speaker's Topic of discussion and determine its appropriateness for the Club.
- Forward Bio and Headshot to Programming Chair – [shane@llgarch.com](mailto:shane@llgarch.com)
- Meet speaker at Southern Oaks no later than 11:45 AM and introduce them to the Club.

Thank you again for providing this valuable service to your Rotary Club. *Service above self!*