

January 2023

SUBJECT: Rushmore Rotary Speakers Information and Directions

Dear Speaker,

On behalf of Rapid City Rushmore Rotary, we are excited to welcome you to our club meeting as a guest speaker. Below is some information you will find helpful:

- Rushmore Rotary meets weekly on Tuesday at 7:00 a.m. at the Howard Johnson Express, 950 North Street—across the street from the Central High School Parking lot.
- Our meeting room is on the west end of first floor—we're hard to miss.
- When you arrive, you will be greeted. You may pick up a cup of coffee, a glass of juice, and a doughnut. The person who contacted you will sit with you and introduce you to some of our members.
- Your speech should be approximately 20 minutes. The first part of the meeting will be some Rotary business and the President or designate will introduce you at approximately 7:30-7:35 a.m. You will have the remainder of the time (until 8:00 a.m.). If able, please allow a few minutes to answer questions and/or stay a few extra minutes for those who wish to have a small sidebar conversation with you after the President concludes the meeting.
- Rushmore Rotary exercises a hybrid type meeting (in person and on zoom). Therefore the IT committee will already have set up the computer and projector. Should you wish to present a PowerPoint, document, or video please coordinate with the IT committee when you arrive (or beforehand, if desired). It normally works well if you bring a thumb drive with your presentation. If you need special or extra equipment, please coordinate ahead of time.
- Expect an audience of several dozen people, however the room is of a size we do not need to use a microphone.
- Lastly, feel free to view our website and get to know us before you arrive. We are a very positive and energetic bunch for 7:00 a.m.! www.rushmorerotary.org

Thank you for being willing to speak to our service club.

Jennifer A. Rollins

Jennifer A. Rollins
Club President

Linda Rabe
Rushmore Rotary Program Committee
Rabel5150@gmail.com
605-431-2886