

	<i>AGENDA FOR WEEKLY MEETING</i>
6.59am	First Bell
7.00 (sharp)	Second Bell
	CHAIR OPENS MEETING
	WELCOME – Good morning Fellow Rotarians & Guests!
	ESPECIALLY IF GUESTS PRESENT
	MY NAME IS: Welcome to today’s meeting of the Rotary Club of Caloundra
	WELCOME GUEST SPEAKER – [Guest Speaker’s name] will be formally introduced later in the meeting
	MEMBERS INTRODUCE GUESTS (if any)
	WELCOME OTHER GUESTS (if any)
	Optional - ROTARY THANKS
	TOAST TO AUSTRALIA & HER PEOPLE
	INTERNATIONAL TOAST
7.10am	PRESIDENT’S ANNOUNCEMENTS
7.20am	INTRODUCE GUEST SPEAKER – Introduced by: [name] SPEAKER: [name] TOPIC:
7.22am	GUEST SPEAKER
7.40am	QUESTIONS of Guest Speaker
7.45am	VOTE OF THANKS – by Chair
7.46am	ANNOUNCEMENTS
7.53am	SERGEANT AT ARMS
7.58am	THANKS TO GUESTS & VISITING ROTARIANS
	REMINDER – WHAT’S ON THIS WEEK

	REMINDER - NEXT WEEK'S ROSTER Chair Desk Intro
8.00am	CLOSE
	<i>Please remember – Chair is responsible to ensure that all members on roster are present & that the meeting commences, runs to schedule, and ends on time</i>