

Sent via e-mail on December 1

Dear Participant in our Rotary meeting of December 4,

1. Thank you for being a part of this week's Rotary Program! Attached is the agenda so that you can see exactly where you are on the agenda and the time that you have been allotted.
2. If you are not seated on the stage, it would be helpful to me if you could come up front ahead of time so that you are ready to ascend to the podium as soon as the previous speaker has concluded.
3. Please stay within your allotted time. (Remember, any time you consume that exceeds your allotted time will unfairly diminish the time available to our guest speaker and to the presenters that follow you.) Please note that if you are introducing the speaker, or if you are providing the thought for the day, your time limit is 60 seconds. If you are introducing a new member, your time limit is two minutes. If you are giving your three-minute self-introduction, your time limit is three minutes!
4. If you are speaking from the stage mike, please keep the mike below the level of your mouth and stay about 8 inches back. This avoids popping. If you have any AV needs, please let Lorna Padia Markus know.
5. If you have any questions, feel free to call me. Thanks again, and I look forward to seeing you on Thursday!

Ed
Ed Jellen
President
Rotary Club of Oakland
510/879-3610
"Making Dreams Real, in Oakland and around the World, for 100 Years"

(See attached file: Rotary_Dec 04_ 08_Agenda.xls)