

Dear \_\_\_\_\_ ,

You are responsible for providing a program for our club on \_\_\_\_\_.

Read on for:

- Preparing for your program
  - Program ideas can be found at <http://beachrotary.org/members-area/your-program/#ideas>
  - Sample text: inviting a speaker
  - Club Fact Sheet to give your speaker.
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## Preparing For Your Program

### STEP 1:

Decide if you're going to do your Classification/About Me talk, or invite a speaker.

There are a lot of ideas for speakers down this page a bit. The bottom line is that you want to invite someone you think your fellow club members will find interesting and informative.

### STEP 2:

Invite your guest speaker.

Be sure to give or email them the Club Fact Sheet ahead of time so they know a little about us and how many handouts to bring, should they have some. Ask if they need a projector or other tools. If they do need a projector, call the hotel and arrange for it to be set up for us.

You'll want to let them know they will have 30 minutes, including Q&A. We can shorten or lengthen this a bit if the President knows ahead of time.

When your program is confirmed, please send details to [calendar@beachrotary.org](mailto:calendar@beachrotary.org) for the President, PR Chair, and Webmaster. **It's important that you do this as soon as possible so your program can be promoted.**

### STEP 4:

Your job is to make your guest feel comfortable.

- ✓ Arrive early so you are on site when they arrive.
- ✓ Buy their food/beverages.
- ✓ People are more comfortable when they know what to expect, so give them an idea of how the meeting unfolds.
- ✓ Explain the Circle of Hands and be sure they know they aren't expected to participate in the Pennies for Polio basket, or Fines & Brags.
- ✓ They'll be watching you for cues on how to behave, so put on your best!
- ✓ You'll be asked to introduce them briefly at the front of the meeting and do a more in-depth introduction at the start of their program. Keep your introduction to just a minute at most. You don't want to cut into their time to talk.
- ✓ Remind them they have 30 minutes and set up a cue you can give them when they have 10, and 5 minutes left. If you are uncomfortable with this, before the meeting you can ask your President to do so for you.

## STEP 5:

### After the meeting

If a group is breaking off to go to dinner or some other activity, make sure your guest knows they are invited to join the fun.

Take the opportunity to invite them to attend club meeting any time and be sure they know they don't need a specific invitation to do so. If they seem interested, call on them in a week or two and personally invite them to a meeting with a program you think they'd enjoy.

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### Sample Text: Inviting A Speaker

Dear [NAME]

I am securing a speaker for our Rotary club's meeting on [DATE] and hope you might be available to give a brief presentation on [TOPIC] (20-25 minutes including Q & A).

I would meet you at the Adrift Hotel in Long Beach at 5pm to set up any needed electronics, etc., and get you a beverage or snack from the hotel or restaurant. The meeting begins at 5:30 and concludes at 6:30 pm.

If this particular Tuesday isn't good for you, please feel free to suggest others and I'll work with our Programs Chair to accommodate your schedule as best we can.

Thank you for your consideration,

## Welcome! Thank you for sharing with our club!

Prior to the meeting, please provide the member who invited you with some information about yourself and your subject matter so that you may be properly introduced at the meeting.

We can make available a projector, screen and speakers. Prior to the meeting please tell the person who invited you if you need these items.

**You will have 25 minutes, including time for questions. Please arrive 15 minutes prior to the meeting to set up anything you may need for your presentation. Inquire ahead of time if you need use of our AV equipment.**

You are welcome, but not expected, to participate in fine, brag and donation elements of our meeting.

**Our Club:** Rotary Club of SW Pacific County Peninsula WA, #30819, District 5100

**When:** Tuesdays, 5:30 pm: Adrift Hotel, 409 Sid Snyder Dr W, Long Beach, WA 98631

**More Info:** <http://www.beachrotary.org>

**Contact:** [secretary@beachrotary.org](mailto:secretary@beachrotary.org), Peninsula Rotary POB 606, Seaview, WA 98644

**Membership:** 30

**Projects:** 4 Way Test Scholarships, Book Donations to Schools, Christmas Gift Trees Christmas Projects Golf Tourney, Shop with A Cop, Club Socials & Firesides, Dictionaries For Students, Getting to Know You Auction, Oysters, Arts, & Adventures, Adopt-A-Highway, Beach Cleanup, Willapa Wildlife Refuge, Rebuilding Together

**We Support:** Polio Eradication, Long Beach Boys & Girls Club, Ilwaco Sports Boosters, Peninsula Food Banks, Substance Free Graduation. Camp Victory. Fire Cadet Program. Food4Kids Backpacks, Pack2School Backpack Supplies, Loyalty Days, Shelter Box, International Child Health

## PENINSULA ROTARY CLUB FACT SHEET for SPEAKERS

**Rotary is a worldwide organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world. Approximately 1.2 million Rotarians belong to more than 32,000 clubs in 168 countries.**

Rotary is an organization of business and professional leaders united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Rotary is the world's first service club. The first Rotary club was founded in Chicago, Illinois, USA on 23rd February 1905.

Rotary is some 1.2 million service-minded men and women belonging to more than 28,000 Rotary clubs in virtually every nation in the world.

Rotarians meet weekly for fellowship and interesting and informative programs dealing with topics of local and global importance. Membership reflects a wide cross-section of community representation. Rotarians plan and carry out a remarkable variety of humanitarian, educational, and cultural exchange programs that touch people's lives in their local communities and our world community.

Rotary is The Rotary Foundation, which each year provides some \$90 million for international scholarships, cultural exchanges, and humanitarian projects large and small that improve the quality of life for millions of people. Rotary is widely regarded as the world's largest private provider of international educational scholarships.

**Rotary**   
Club of SWPC Peninsula  
*Making a Difference • Service Above Self*