



Speaker Guidelines

Thank you very much for agreeing to address the members of the Rotary Club of Houma. The member who has invited you to speak is known as our Rotarian of the Day (RoD). This member will be your main point of contact and will assist you with anything that you need for your presentation such as A/V equipment. Please indicate on the form below (page 2) any items which you may need for your presentation. The RoD will also introduce you as the guest speaker.

Our club meets on Wednesdays from 12:00 p.m. to 1:00 p.m. at The Ramada Hotel, 1400 West Tunnel Boulevard, Houma, LA. You will be our guest for the buffet luncheon meal, which is ready by 11:45 a.m. Please plan to arrive between 11:30 and 11:45 a.m. This will give you time to check out the AV equipment which you may need and time to enjoy lunch and get acquainted with the RoD.

We request that your presentation not exceed 20 minutes in length, which includes about 5 minutes for Q&A. Informational brochures or leaflets may be placed on tables and we usually have about 40 members attend the weekly meetings. Some of our members are limited in their allowed time for lunch, so if your presentation runs beyond 1:00 p.m. you may see some slipping out of the meeting.

A typical meeting begins at 12:20 p.m. with an Invocation, Pledge of Allegiance, and the Rotary Four Way Test. Visitors are introduced and, if necessary, announcements may be made. By 12:30 p.m., the President will turn the meeting over to the RoD, who will introduce you as the guest speaker.

We respectfully request that speakers keep in mind that the content of the presentation should be informative and not designed to promote a political candidate or issue, specific business, its services or products. Also, there should be no type of solicitation for a financial or in-kind donation, or a request to purchase products or services.

Thank you, once again, for being our guest speaker. We look forward to an informative program!

Warm regards,

Yolanda

Yolanda V. Trahan
Program Chairperson

ROTARY CLUB OF HOUMA
Guest Speaker Form

Welcome! We look forward to having you as our guest speaker on _____.

In order to properly introduce you as our guest speaker please provide the information requested on this form. Upon completing the following biographical form send it back to me no later than three days from receiving this letter. Please include a photograph that can appear in the club News Wheel. If you would like to learn more about our club, visit the Rotary Club of Houma website www.houmarotary.com . Thank you.

Name:

Employer/Company you are representing and position, if applicable:

Brief biographical sketch (100-150 words):

Title and short synopsis of your program:

Will you need audio-visual equipment for your presentation? _____ Yes _____ No

If yes, can you provide your own laptop? _____ Yes _____ No