

Monthly Speakers Committees

Pointers and Guidelines

- **Start Early** – Begin contacting prospective speakers 1-2 months prior to your designated month.
- **Coordinate** – The committee chairman is ultimately responsible for coordinating the committee members' efforts to schedule speakers. This is very important to avoid two speakers being scheduled for the same day.
- **Club Bulletin** -- Notify the weekly club bulletin editor as soon as you have confirmed a speaker. Be sure to notify him or her if there is a change in speakers.
- **No Sales Pitches** -- Please be sure your program does not involve a sales pitch. If your speaker is involved in marketing or sales for a particular business, please be very up front and clear that no specific sales pitches should be made.
- **No Campaign Speeches** -- Rotary does not endorse politicians. Please do not ask political candidates to speak during their campaign seasons. (The exception might be a series of talks where all of the candidates are represented.
- **Be careful with specific religious or evangelizing messages.** Remember that Rotary is a non-denominational organization. While most members of the Washington County may be religious in nature, it is not appropriate to cover specific religious beliefs in talks from the podium,
- **Time Allotted** – Please inform your speaker that he/she will have about 25 minutes to present the program and should conclude the speech and the question/answer period by 12:59.
- **Balance** -- Make an effort to keep a balance between local and out-of-town speakers.