



Lebanon Breakfast Rotary Guidelines for Program Host

When your turn comes up to be Program Host, please consider the following guidelines when selecting a speaker for a club meeting:

- Choose a speaker with a topic of informational, educational, motivational or entertainment value that will be of interest to all club members.
- Avoid repetition or sameness. Look for a speaker we haven't heard before with a fresh topic.
- Avoid political or religious topics. Rotary International is a non-political and non-religious organization. As a matter of policy, Rotary Clubs do not take positions on public questions including political or international issues.
- No political candidates within 120 days of an election. It is acceptable, however, to have a congressman, senator or other elected official speak to our club when the format is simply a report to constituents on congressional or legislative affairs.
- Avoid product or service promotion. Advise company executives who are invited to speak to deal with issues that affect their industry and the community and how they cope with them. They should not use the Rotary podium to promote their products or services.
- Club members as speakers are encouraged as long as the topic is of general interest and the speaker's program does not involve the commercial promotion of the individual nor the individual's business or employer.
- Emphasize to the speaker they only have a total of 20-25 minutes, which includes Q&A time and should finish their presentation around 7:30 a.m.
- The guest speaker's bio is due to the WAKE UP CALL editor, Doretha Wright (<mailto:wrightdg@charter.net>), no later than Tuesday afternoon prior to the program (although it is appreciated if received before the deadline).
- Please be sure to arrive before the speaker in order to greet them and address any last minute issues. Introduce the speaker to the club president and other Rotarians during breakfast, and please sit at the head table with your guest.