



Lebanon Breakfast Rotary Speaker Guidelines

Thank you for accepting the invitation to speak to the Lebanon Breakfast Rotary Club. The person who recommended that you speak is known as the Program Host and will be your main point of contact regarding your presentation.

Our club meets on Thursdays and the program begins at 6:55 a.m. (breakfast is served from 6:15 to 6:55). We meet at the **First United Methodist Church - Fellowship Hall at 415 West Main Street, Lebanon TN 37087**. We invite our speaker(s) to join us for breakfast.

Current club membership is approximately 80, consisting of men and women of all ages. There are typically 50-55 members present at the meetings, and you will be speaking to the top business professionals in the Lebanon community. High quality programs are important to the club because they make attendance worthwhile. Our members respond positively to speakers who present a topic of informational, educational, motivational or of entertainment value that will be of general interest to all club members.

Following are some guidelines for your presentation:

- Please plan on a 20-25 minute talk, with a little time for Q&A at the end (presentation should end at approximately 7:30 a.m.).
- If you will have equipment needs, please inform the club member who arranged your program.
- Please provide the club member who arranged your program with a brief bio, which will be used for your introduction.
- Please plan to arrive between 6:15 and 6:30 a.m. This should provide time to address any equipment issues and eat breakfast as a guest of the club.
- The club meeting begins at 6:55 a.m. following an Invocation, the Pledge of Allegiance and club announcements. While giving your program, keep in mind that the meeting should end at approximately 7:30 a.m. because some members will need to leave after that time. However, it is common for some club members to remain after the meeting if they have additional questions for the speaker.
- Presentations are not to include solicitations for funding; however, you may bring materials to place on tables.

Additionally, we ask that our speakers please abide by the following:

- Presentations should refrain from promoting a specific business, its services or products, and there should be no type of solicitation for a financial or in-kind donation or a request to purchase products or services. It is acceptable to talk about your business/organization and its services; it is not acceptable to make a "sales pitch" or directly solicit donations.
- Personal political or religious messages are not permitted.
- Please refrain from promoting anything that might suggest fund-raising for whatever the excellent cause might be. (Rotary's fundraising and allocations are budgeted line items and approved by the board annually in June.)