



## Speaking Guidelines - The Rotary Club of Bonita Springs

---

Thank you for your participation and speaking engagement with The Rotary Club of Bonita Springs. We want your presentation to be as effective as possible and have a few thoughts for your consideration below. If you have any questions, please feel free to call the speaker chair.

### Location

Spring Run Golf Club  
9501 Spring Run Blvd.  
Bonita Springs, FL 34135

- Typically the meetings have an attendance of:  
50 off-season & 100 in-season
- Speaker's Program
  - Suggested items could include:
    - Speaking enthusiastically about positive things occurring in our community
    - Provide insight into a special need of the area
    - Describing unique, interesting, or little known aspects of the community
  - **Items and Issues to avoid**
    - **No political agendas (absolutely no campaigning)**
    - **Particular Religions (must be non-denominational)**
    - **Sensitive social issues**
    - **No Selling or asking for money**
- Timing
  - Room typically available by 6:45 am
  - Majority of members arrive between 7:00 to 7:30
  - 60 Minute Meeting
    - 7:30 Meeting call to Order with a "Bell Ring", Prayer, 4-Way Test, Pledge of Allegiance, Song & Meet/Greet  
President's remarks, committee reports, club business, member announcements
    - Introduction of visiting Rotarians & guests
    - **8:00 am Program**
      - **Introduction of speaker chair**



## Speaking Guidelines - The Rotary Club of Bonita Springs

---

- **Introduction of speaker**
- **Allow 15-20 minutes for program**
- **Allow 5-10 for Q & A**
- **Rotary is a service & business organization sensitive to member's time... the meetings end on-time.**
- 8:25 Closing remarks by President, 50-50 Raffle, Adjournment with another Bell Ring
- A/V
  - Bring handouts to place on the tables in advance of the meeting (if desired or available)
  - Computer / Projector
    - A computer, projector and screen are typically set-up in advance for speaker's use. (computer use is not mandatory, nor expected)
    - Computer Specs
      - Windows with PowerPoint Viewer
      - USB & DVD Player
      - Bring a jump drive or CD/DVD with your presentation
      - Preferably bring your own laptop pre-loaded
    - The computer is not on the podium and not available for speaker's guidance
    - A 'presenter' for slide advance is provided
  - Audio
    - A hand held microphone is provided and typically necessary (even loud people typically need the microphone)
      - Members are vocal and will typically inform the speaker if they can not hear
    - External computer speakers are available upon request