

The Rotary Club of Plymouth – Foothills Chair of the Day Weekly Program Guidelines

High quality programs are important because they make attendance worthwhile. Good programs can do any of the following: **entertain; inform and/or educate.**

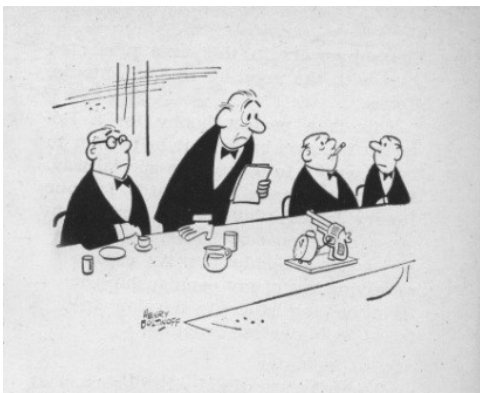
Our programs are usually is about 20 minutes long and then five or so minutes of Q&A.

A good program can be just about anything – so long as it is executed well. One of the best speakers I know speaks about mudslides (Scott Burns, Professor of Geology, Portland State University) and his audiences love him!

When you are designated as the **“Chair of the Day”** you need to get a topic description (a paragraph or two) that you or the presenter can write, a short speaker biography and one or more photos. An easy way to get this info is to just go on-line and you likely will find information and even photographs of the speaker and/or the subject. Who it is and what it is, is all you need. If you want to get more elaborate, that’s OK. **This is the information we use to build a crowd for your speaker.**

Send all this **information to the Editor of the “Press” at least a month in advance**, so your program can be announced in a way that it draws members and guests to that presentation. The **“Chair of the Day” also introduces their speaker** at the meeting. A short preamble is all that is needed.

“About Me” Program - If you are asked to do an **“About Me” program**, YOU are the program. In that case, prepare something that tells who you are, your business, family life, business experience and anything else you feel the other members might like to know. These are some of our best programs because they offer insight into your personality, interests, values and family. People love to know that and it always results in closer relationships, and that is a goal of Rotary. If you have trouble organizing your talk, use the simple, time proven, format of **Who, What, Why, When, Where & How** in an outline, practice it three times and there you have it – that simple. “Break a leg!”.



Visuals, exhibits and/or handouts really help. We can usually provide projectors with advance notice.

*Thank you for helping to make your
Rotary Club of Plymouth – Foothills
The Best!*

