



## **Guest Speaker Guidelines**

Thank you for your interest in being a guest speaker for a meeting of the Kiwanis Club of The Dalles.

The weekly lunch meeting is held at Spooky's Pizza Parlor. Spooky's is located at 3320 West 6<sup>th</sup> Street in The Dalles.

Our members start to arrive about noon. The meeting begins at 12:05pm and concludes promptly at 1:00pm. You are our guest – so when you arrive, let us know that you are the guest speaker, and please don't pay for lunch! Our Club Secretary Sherry will provide you with funds for your meal. Please return a receipt and change to her.

As the meeting agenda suggests, the guest speaker is introduced about 12:15 p.m. Guest speakers have up to 20 minutes for their presentation, followed by a few minutes of questions and answers. Your total presentation should not exceed 20 minutes.

There are typically 20 to 25 Kiwanians and guests in attendance.

Presentations should not promote a specific business or its services and presentations should be non-political and non-sectarian unless you have been invited specifically for that purpose.

Making a "sales pitch" or directly soliciting purchases or donations is not in the spirit of Kiwanis and not recommended. Guest speakers are welcome to invite interested club members to stay after the meeting for more information.

Handouts for club members are welcome and encouraged.

The club does not have audio-visual technology of its own, but presenters occasionally use overhead projectors or LCD displays of their own. Please let the Program Chair who invited you know if you have specific needs.

We do ask that you complete our Guest Speaker Information form if you have not done so already. This will enable us to correctly announce your presentation topic on our club's calendar, our newsletter, the local newspaper, our website, and then at the meeting to give you a proper introduction.

Please return the attached form to your Program Chair. You may also complete the form via email or phone.

Thank you. We look forward to your visit and your presentation.

Trish Neal, Guest Speaker Program Coordinator

541-404-0724 Office 888-269-8775 Fax email: [TrishaNeal@hotmail.com](mailto:TrishaNeal@hotmail.com)

## Guest Speaker Information

Our club is always seeking speakers that have an interesting and informative presentation. We welcome speakers that can present on anything from a community interest situation, an education piece, or something that all of us need to be more aware of. Since we are not a political or religious organization, we ask that the topics appeal to a wide audience of diversity. We ask that you view our Guest Speaker Guidelines. Please attach a business card if available.

If you have an interest in speaking to our club, we ask that you complete our Guest Speaker Information form below. This may be done over the phone for your convenience. This will enable us to correctly announce your presentation topic on our club's calendar, and also give you a proper introduction. Thank you in advance for providing as much detail as possible in the spaces below. Our club typically invites Guest Speakers to present on the first, second and third Thursday of each month.

---

Name	Date You Will be Speaking
------	---------------------------

---

Address

---

Phone (Home or Work with the best time to reach you.)	Cell Phone
---	------------

---

Email Address	Website
---------------	---------

---

Profession/Business

Tell us about the topic that you would like to present.

---

How would you like to be introduced? What information would you like included? This will also be what is listed in the local newspaper.

---

Do you have specific needs for your presentation?

---

Any other comments or suggestions are appreciated.

---

Thank you for being a part of our Kiwanis meeting. We look forward to hearing your presentation. *Please return this form to the person who gave it to you, mail it to Trish Neal, 1002 Union Street, The Dalles, OR 97058, Fax to 888-269-8775 or email to [TrishaNeal@hotmail.com](mailto:TrishaNeal@hotmail.com)*