

Rotary Club of Cynthiana

Guest Speaker Guideline

Thank you for agreeing to serve as a “Guest Speaker” for an upcoming Cynthiana Rotary Club meeting.

Our weekly lunch meeting is held at the:

**Biancke’s Restaurant
102 South Main Street
Cynthiana, KY 41031
859-234-3443**

The meeting begins at 11:45 A.M. and concludes at 1:00 P.M. You are our guest—so when you get to the check-in table, please don’t pay! The business portion of the meeting usually begins at 12:15 P.M. with the guest speaker generally being introduced at about 12:30 P.M. Please allow 20-25 minutes of presentation, and a few minutes for Q&A at the end.

To help you prepare your presentation, here are a few guidelines/tips:

- There are typically 35 to 45 members, including visiting Rotarians and guests in attendance.
- Presentation should be non-political and non-sectarian.
- All solicitations for financial or in-kind donations should be submitted to the Club Board of Directors for approval. It is okay for you to talk about your business/organization and its services. It is **NOT** okay to make “sales pitch” or directly solicit purchase or donations. You are more than welcome to invite interested members to stay after the meeting to talk with you.
- Handouts for club members and guests are welcome.
- The club does not have audio-visual technology of its own, but presenters occasionally use projectors or LCD displays of their own. Please let us know if you have specific needs.

If you have any questions, please contact the Rotary Club member who invited you, or Club President, Dinesh Mistry: (859) 234-5460.

Thank you. We look forward to your presentation!