

# ROTARY CLUB OF THE WEST BANK

GRETNA, LA *District No. 6840*

1309 Whitney Avenue Gretna LA 70056

*SERVICE ABOVE SELF*

## GUIDELINES FOR GUEST SPEAKER

**For our meeting of : \_\_\_\_\_**

### **At least one week prior to the meeting:**

1. Please provide information for your introduction and brief summary on the topic you will be speaking on. This will be published in our weekly newsletter. (email to [jccjr68@cox.net](mailto:jccjr68@cox.net) )
2. We will need to know if you will need any presentation equipment.

### **On the meeting date:**

1. Our meetings are held each Tuesday at the United Methodist Church, 1309 Whitney Avenue, in Gretna. ***(From the CCC take the Terry Parkway exit, stay right and exit on Frontage Road, go to the second traffic light and turn left onto Whitney Avenue, proceed approximately 1 mile the church will be on your left just after passing Westlawn Cemetery.)***
2. The meeting will begin promptly at 12:15, lunch will be served and you will be introduced at 12:45. Your talk should be concluded by at ***least 1:10. (There will be a large clock to the right of the speaker's podium.)***
3. Although we will tape record the activity of the meeting, we would like an outline or summary of your presentation for publication in our newsletter. ***(Preferably in Word format and e-mailed to [kent@a1louisiana.com](mailto:kent@a1louisiana.com))***

### **If you have any questions please contact:**

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