

ROTARY CLUB OF THE WEST BANK

GRETNA, LA *District No. 6840*

1309 Whitney Avenue Gretna LA 70056

SERVICE ABOVE SELF

PROGRAM CHAIRMAN GUIDELINES

Subject:: Guest Speaker for our meeting of _____.

You have been appointed Program Chairman for the meeting date referenced above. As Program Chairman you are required to secure a Guest Speaker for our meeting. Members are scheduled in a rotation, so it is important that you try your best to fulfill this obligation.

Please try to confirm, at least three weeks in advance, the name and topic of your speaker. I have attached instructions for you to give to the speaker.

Please follow-up with your speaker to insure that:

- 1.) We are provided information on the speaker and the topic that will be addressed. This information should be emailed to John Centanni, Jr. jccjr68@cox.net at least two weeks prior to meeting.
- 2.) Know what, if any, presentation equipment that your speaker will need and let me know at least one week prior to the meeting.
- 3.) Please let your speaker know that a summary of his talk will be published in our newsletter along with his photo. Remind your speaker to provide a typewritten summary of his talk to Kent Alimia – kent@a1louisiana.com (preferably in Word format)

We look forward to a very interesting and informative presentation. In advance, I thank you for your kind attention and participation. If you have any question you can call me on my cell phone 296-8322 or you can email me at kurtgassen@msn.com

Sincerely,

Kurt Gassen
President