

Rotary Club of Dunedin

SPEAKER HOST

At the meeting;

- Arrive by noon
- Check microphone functioning properly
- Meet and host Speaker (Club pays for their meal)
- Introduce Speaker to President and others
- Show Speaker the mic setup and have them try it on (it's not easy to fit)
- Remind Speaker of meeting times, time limit for their speech and any other points of interest

Provide Bulletin editor with written summary of speech ASAP after meeting

JOB WELL DONE