

# Lawrence Central Rotary Club



## Working with the Speakers Bureau Committee

The Speakers Bureau maintains the speaker calendar for LCR meetings, and is available to provide speaker ideas, contact assistance, publicity, and assistance with A-V equipment. We will distribute a sign-up sheet for the next quarter's speakers at the beginning of the previous quarter. Members are asked to sign up to recruit one speaker during the quarter, with each member taking responsibility for one or two meetings a year.

The first meeting of each quarter will be set aside as a club planning meeting (no guest speaker), and the Speakers Bureau will schedule a district rotary club speaker occasionally. Other meetings may be designated for new member classification talks.

### Speaker Ideas

Need some ideas for a rotary club speaker? Ask a member of the Speakers Bureau committee for suggestions. We also have a list of past rotary club speakers that may help with speaker ideas.

### Video Projector and Screen

When your speaker is being scheduled, please ask if he/she will use a video projector in their presentation. If so, please contact the catering office at the Eldridge Hotel (785-749-1440) to request a projection screen and table for the meeting. The club has a video projector.

Ideally the speaker could bring their own computer, if they do not have access to one we can try to get one for use for the meeting with enough lead time.

### Communications

Please notify Scott Wagner (see below) of the speaker/topic and contact information for sending a thank-you note. The Speakers Bureau will post the speaker/topic on our website calendar and send an email reminder to club members. We send a thank-you note to the speaker after his/her presentation.

### Speakers Bureau Contact

Scott Wagner, [lawrencecentralrotary@gmail.com](mailto:lawrencecentralrotary@gmail.com)