



Abbeville, Louisiana U.S.A

## PROGRAM HOST CHECKLIST

The following action steps are designed to help you plan an effective program for both you and your guest speaker.

Check When Completed	Questions	Answers
	Host Rotarian's Name	
	Primary speaker's name	
	Date invite extended to speaker	
	Date speaker accepted	
	Agreed upon date for presentation	
	Date notified program chair & booked calendar on website	
	Did you get speaker's bio	
	Speaker's home phone	
	Speaker's office phone	
	Speaker's email address	
	Specify program length (Never more than 30 minutes without President's approval. Try to limit to 20 minutes)	
	Title of presentation	
	Subject of presentation	
	Audio needs (Yes or No)?	
	LCD projector needed (Yes or No)?	
	Laptop computer needed (Yes or No)?	
	Will you alert television stations?	
	Will you alert newspapers?	
	How many guests will accompany speaker?	
	Date of follow-up contact	
	Date of follow-up contact	
<b>Remarks</b>		

**Submit this checklist to Program Chairman, and to Club Bulletin Editor. If you use the PDF version of this form, hit the SUBMIT button at the bottom of form and it will be sent to each automatically.**

Visit <http://rcabbeville.org/calendar/future.html> to view upcoming Rotary meetings and for an open date to schedule your program.