



## Speaker Guidelines

All members are given the opportunity to speak to the group 4 times a year. As a reminder, members can set up for their presentations the day before they are scheduled to speak. This includes equipment for multimedia presentations or table displays.

The first opportunity to speak is as the **PROMOTER**. You are given **2 minutes** to speak and you are encouraged to bring handouts and business cards to distribute to members; no questions, please.

14-16 weeks after you are the promoter, you are given the opportunity to speak as the **GREETER**. As the greeter, you are asked to meet n' greet all members and guests as they arrive and you're also responsible for the sale of the 50/50 raffle tickets. You are given **2 minutes** to speak with no questions from the membership.

14-16 weeks after you are the greeter, you are then given the opportunity to talk to the group as the **SPEAKER**. As the speaker, you are given **10 minutes** to speak and you may use handouts, displays, and multimedia presentations. You can also open up discussion to the members who may have questions.

And finally, 14-16 weeks after you are the speaker, you are given the opportunity to talk as the **FEATURED MEMBER**. You are given **5 minutes** to speak and you are encouraged to promote a unique aspect of your business that we might not know about; and please, no questions from the membership.

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