Guest Speaker Guidelines

Follow these steps in greeting and hosting a guest speaker.

• Meet speaker at the door and extend a warm welcome.
  o Find out the following:
  o Speaker’s name: ____________________________
  o Speaker’s preferred title: _______________________
  o Speaker’s topic: _______________________________
  o Speaker’s background on this topic________________________
  __________________________________________________________________________
  __________________________________________________________________________
  __________________________________________________________________________

• Introduce the speaker to club leader(s).

• Discuss meeting plans and when the speaker would like to appear on the program.

• Before the presentation, introduce the speaker to club members.

• After the presentation, encourage members to discuss or ask questions.

• Thank the speaker at the conclusion of the presentation.