



THE ROTARY CLUB OF TUCSON

Program Preparation Form



Thank you for agreeing to speak to the Rotary Club of Tucson!

Please provide the following information, as soon as possible to:

Arlene Kyle, Executive Director
 Rotary Club of Tucson Administrative Office
 3900 E. Timrod Street, Suite 4, Tucson, AZ, 85711
 PH: 520.623.2281 FAX: 520.620.6090
 EMAIL: rotary@tucsonrotary.org

Date of program:	
Name of speaker:	
Title of speaker:	
Organization represented:	
Title of presentation:	
Speaker phone:	
Speaker email:	
Alternate contact:	
Alternate contact phone:	
Alternate contact email:	
Rotary Club member who will introduce you:	

What else do we need prior to your presentation?

- **Photo of speaker.** Your photo will be on the cover of our weekly club bulletin. Please attach photo to an email and send to Rotary Administrative Office. (Or you can mail a hard copy which we will scan and return to you.)
- **Bio of speaker.** The club member who introduces you will use this information.
- **Your business card.** Very helpful to verify spellings etc.

Do you plan to use audiovisual aids?

Our club can provide a/v equipment during your presentation. Please describe your a/v plan/needs in the space below. Forward a digital copy of your presentation to the Rotary Administrative Office if at all possible. We will preload your presentation to our equipment and ensure that all is working properly prior to your arrival on program day.

Finally, as our guest speaker your lunch is on us of course! We are also happy to provide lunch for a guest/s that you bring with you to facilitate your presentation (i.e. switching PowerPoint slides for you etc). Please provide the name of your guest/s:
