[**RECOMMEND A SPEAKER**](http://www.a2rotary.org/current-members/forms-downloads/recommend-a-speaker/)

The Rotary Club of Flint prides itself on the quality of its speaker program. One of the reasons that we are able to get such great speakers is because we get great recommendations. We are continually looking for recommendations on a variety of subjects and issues, and both members and non-members are potential candidates.

Before you make a recommendation, however, keep in mind that it is club policy that:

* No person who is a candidate for political office may be invited or permitted to address the Club unless it is in a forum format with all parties represented; and
* No member, speaker, guest or other person or organization shall sell products, tickets, solicit donations or otherwise engage in overt fundraising activities directed to Club members.

The General Program Committee evaluates speaker recommendations. If a recommendation is accepted, then that speaker is assigned a committee contact person, whose job it is to follow up with the speaker and recommender and determine when the speaker is able to address the club. If a recommendation is declined, then the Program Committee chair notifies the recommender that his or her recommendation was declined.

Finding acceptable dates for accepted speakers can be difficult, and generally, speakers are scheduled anywhere from three to six months in advance. Firm dates for future programs can only be assigned by the Committee Chair, and no member should make a commitment to a proposed speaker until notified of a date by the Committee.

As you can imagine, the committee gets many recommendations every month, and it is impossible for them to accept every recommendation. There are, however, several things that you can do to increase the chances that your recommendation will be accepted:

* Be as specific as possible about the proposed title of the presentation and be as specific as possible what the presentation will cover.
* Emphasize why you think this topic is important and why our club members will be interested in the presentation.
* Be as specific as possible about the recommended speaker’s organization and position and supply as much background information as you can. The committee will use this information to determine how well-qualified the proposed speaker is to speak on this topic.

If you have any questions about Program Committee policies and procedures or would like to discuss a recommendation before actually submitting the form below, please feel free to contact Lennetta Coney, General Program Committee Chair.

**Speaker recommendation form**

* Candidate's name\*
* Candidate's organization/position/title\*



* Candidate's email address\*
* Candidate's mailing address

Street AddressAddress Line 2CityState / Province / RegionZIP / Postal CodeCountry

* Proposed title of presentation\*
* Topic/theme/summary of presentation
* 
* Background information on the candidate and other relevant information
* Name of recommender\*
	+ Rotary member?\*YesNo
* Recommender's email\*
* Recommender's phone

Have you heard the candidate speak?YesNo

* + Are you personally acquainted with the candidate?YesNo
	+ Would you be willing to make the contact?YesNo
	+ Would you be willing to introduce the candidate?YesNo
* If no, can you suggest someone who would be a good introducer?



* Will the speaker require AV equipment?
	+ Yes
	+ No
	+ Not sure

Bottom of Form