

## **Wheaton Lions Club Sponsor Guidelines**

These guidelines are to serve as a checklist for you when you're responsible for sponsoring a speaker. If you need some ideas for a speaker, see the list at the end of this document. If you have any questions, email me at [maney@wsd.dst.il.us](mailto:maney@wsd.dst.il.us) or call me (630)740-6697 (cell phone).

### **What do you need to do?**

1. Two members are assigned for each presentation. Try to split up the duties.
2. Contact the prospective speaker(s)
  - a. Share information about the club, the presentation date, etc.
  - b. Presentations should be informative, and sales pitches are to be avoided
  - c. A microphone and amplifier are available
  - d. A projector and screen are available. Internet access is NOT available.
  - e. The speaker may want to bring their own projector and computer
  - f. There's a guidance document you can email to the speaker
3. Attempt to identify and schedule a speaker a month ahead of time, so alternate arrangements can be made to ensure that there is a presentation each week. Please notify the program director so that your speaker may be publicized.
4. Meet and escort the speaker to the meeting area
5. Help set up things for the program
6. Explain our opening activities (pledge, song, prayer, business meeting, tail twister, etc.)
7. Eat with the speaker and clean up immediate area before the presentation
8. Introduce and assist the speaker with graphics, computer, handouts, etc.
9. After the speaker is done, assist with getting things back to their car

### **What if you're out of town on the assigned date?**

1. That's one of the reasons why two members assigned to each week.
2. Maybe you can find a speaker, and your partner can host the speaker on the date of the presentation.
3. If both members are out of town, see if you can switch dates with someone.
4. Let the program director know as soon as possible if there's a problem.

### **Why would someone want to make a presentation to the Wheaton Lions Club?**

Many of the Club members are local leaders in politics, business, government, etc. This is a good way to get the word out, educate influential people, and garner public support in the region. Networking has proven valuable for many of our speakers. They also receive a free lunch, a dessert, and they get to spend some time with some of the most interesting people in the region!

### **What if you're having trouble finding a speaker?**

See the Potential Speakers Ideas List. Many organizations have people assigned to make presentations. Many organizations have on line access to speakers, press areas, public relations departments, etc.