



# Guest Speaker Guidelines

*Follow these steps in greeting and hosting a guest speaker.*

- Meet speaker at the door and extend a warm welcome.
- Find out the following:
  - Speaker's name: \_\_\_\_\_
  - Speaker's preferred title: \_\_\_\_\_
  - Speaker's topic: \_\_\_\_\_
  - 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.