Guidance for Arranging a Speaker

1. Contact the speaker either by phone or email and agree on (a) date (b) time (c) venue (d) title/date/speaker's name (e) payment (f) equipment required.

   (a) The **DATE** will always be a TUESDAY, usually the first Tuesday in the month,

   (b) The **TIME**: 10.00 am for 10.30 am start. (If the speaker has a lot to set up, access to the venue is possible from 9.30 am when Committee members arrive),

   (c) The **VENUE** is Forthview Parish Church, Regents Way, Dalgety Bay, KU11 9UY.

   (d) The **TITLE/DATE/SPEAKER'S NAME** of the talk should be passed on to the Programme Co-ordinator in the first instance to maintain a formal "master" list of speakers.

   This **Master List** should then be forwarded to:

   1. Willie Allan for the website
   2. Ken Edwards for publicity / communications and Speaker details to:-
   3. Sandy Wood for email to members prior to meeting
   4. The Club's Programme Sub Committee for information

   (e) **PAYMENT**: Inform the speaker that a fee of up to £60, including travelling expenses, can be paid to them personally (by bank transfer) or paid to a charity of their choice (also by bank transfer). Inform the Treasurer (Colin Dolbear) of their wishes prior to the meeting.

   (f) **EQUIPMENT**: Find out if speaker requires laptop (Windows or Mac), screen, sound etc.

2. Confirm all details (date/time/venue/title/payment) with the speaker by email (ie in writing), if contact has been made only by phone.
3. Two weeks before the talk, contact the speaker to check that they are (a) remembering and (b) still coming, (c) and that our dress code is smart casual. This is probably best done by phone.
4. If possible, ask the speaker for a brief resume of their career. It is helpful if they can email this. It can then be passed on:-

   (a) to the President who will introduce the speaker

   (b) to the member nominated to give the vote of thanks. Ensure that this member is given sufficient advance notice

5. Meet and greet speaker on the day. Assist with their equipment if required,
6. Introduce to Treasurer to arrange payment,
7. Have Secretary issue a Speaker's Consent Form to Speaker for completion and return,
8. Arrange tea/coffee for speaker if desired,
9. Accompany speaker off the premises.
10. Send email with thanks afterwards.

Text as at 20 October 2026