

Rotary Club of Mount Barker

**STANDARD DINNER MEETING FORMAT 2025/26. Weeks 1 and 3**

Times are indicative only. The staff have been instructed to serve dinner at 7pm and the meeting must conclude by no later than 8pm.

TIME	ITEM (and description)	PERSON
6.30pm (1 minute)	<p><b>Meeting called to order</b></p> <p>Sergeant-At-Arms calls the room to order, welcomes all, announces meeting number and calls for the Rotary Invocation and Loyal Toast</p>	Chris
6.31pm (4 minutes)	<p><b>Invocation</b></p> <p><b>Loyal Toast</b></p>	
6.35pm (5 minutes)	<p>Sergeant-At-Arms introduces President Andrew Scott.</p> <p><b>President's remarks</b></p> <p>President welcomes guests, previews the meeting ahead and makes relevant announcements.</p> <p>Introduces the Meeting Host, who announces all future items.</p>	Chris  Andrew
6.40pm (5 minutes)	<p><b>Rotary Spotlight.</b></p> <p>This combines the previous Spotlight and Soapbox. The rostered member may choose to either:</p> <ol style="list-style-type: none"> <li>1. Introduce another Rotary Club. Include information about the country and city, the history of the Club, major project(s) and any interesting facts and information. Club can be anywhere in the world, including Australia. Conclude with asking people to stand and toast the members of that Club.</li> <li>2. Present information about a project or initiative of Rotary; facts about Rotary; interesting history; relevant matters of policy and procedure; or simply the things the speaker enjoys about Rotary (and why).</li> </ol>	
6.50pm (10 minutes)	<p><b>Directors' reports and Member forum</b></p> <p>Directors are called on to briefly report any relevant information.</p> <p>Call for other business from the floor (with or without notice).</p> <p>Note: All speakers to raise their hand to speak and to either stand, or move to the lectern.</p>	

7.00pm (20 minutes)	<b>Dinner is served</b>	
7.20pm (25 minutes)	<b>Guest Speaker (see notes below)</b> Host to introduce the guest speaker with a very brief (two minute) outline of their credentials and subject.  Include time for questions at the end. Control questions. People must raise their hand and wait to be asked to speak.  Thank the speaker and present them with the gift.	
7.45pm (10 minutes)	<b>Sergeant-At-Arms session</b>	Chris
7.55pm (5 minutes)	<b>Closing remarks</b> Thank you and reminders	Andrew

## RESPONSIBILITIES OF THE HOST

**Chair the Meeting.** Use this agenda as a guide

**Guest Speaker:** Host should contact the Guest Speaker during the week prior to the meeting to get information for their introduction, convey details about the meeting and check on set-up (including technology). On the night they should meet the speaker, arrange for their meal to be ordered (and paid for), settle them into the room and introduce them to others. Ideally they should sit at the same table with them.

**Rostered Tasks:** The Host should confirm with members rostered for the Invocation/Toast and the Rotary Spotlight that they will be doing the task. If not, the rostered member must find a replacement and advise the Host.