

## Rotary Club of Charlottetown Meeting Program

Committee Notices or Announcements:  
Must be given to the President prior to the meeting.

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Chair:** \_\_\_\_\_ **Sergeant-at-Arms:** \_\_\_\_\_

### Seating at Head Table (8)

### Agenda for Meeting

|                                     |
|-------------------------------------|
| 1. Co-Chair                         |
| 2. Guest                            |
| 3. Secretary                        |
| 4. President                        |
| <b>PODIUM</b>                       |
| 5. Chair (introduces Speaker later) |
| 6. Speaker                          |
| 7. Guest                            |
| 8. Song Leader                      |

|             |   |
|-------------|---|
|             | Chair calls to order: Ring bell.  |
| 12:15       | <b>“Mr. President, Head Table, Guests of Rotary, Fellow Rotarians and viewers on EastLink Television, welcome to the Monday (month____) (date____) meeting of the Rotary Club of Charlottetown. “</b> |
|             | <b>“We will start with the Island Hymn, Rotary Grace and Toast to the Queen”.</b>   |
| 12-15-12:25 | Musical Interlude   |
| 12:25-12:35 | Call on Sergeant at Arms for Happy Dollars. Name:   |
| 12:35       | Chair introduces Head Table   |
| 12:35-12:38 | Song Leader   |
| 12:38-12:45 | Secretary’s Report  |
| 12:45-12:55 | President’s Report  |
| 12:55-12:58 | Chair introduces Guest Speaker  |
| 12:58-1:20  | Guest Speaker   |
| 1:20        | Chair calls on Co-Chair to thank the Speaker – provide gift.  |
| 1:20-1:25   | Co-Chair thanks speaker and delivers gift.  |
| 1:25-1:28   | Announcements: Meetings and Next Week’s Program:  |
| 1:30        | Adjournment and O Canada.   |