



Geneva Lions Club

Club Meeting Speaker Request

Please supply the information requested below. You may omit any items that are not applicable or that you do not feel comfortable giving out. Return this form to: Geneva Lions Club; P.O. Box 382; Geneva IL 60134 -or- email the equivalent content to Webmaster@GenevaLionsClub.org.

Our club meets most Mondays (except holidays and in December) from noon until 1:00pm in the Mallard Room of The Mill Race Inn at 4 East State Street in Geneva, Illinois (the southwest corner of Routes 38 and 25). Go to www.genevalionsclub.org and select "Schedule" to check for open dates. The second Monday of the month is reserved for conducting club business, but this day can be shifted if you request to speak on that day.

Lunch will be provided to you at 12:00. After lunch, you will have approximately 20-25 minutes to speak, including questions. If you have handouts, our average attendance is 40-50, sitting at eight tables. A podium and wireless microphone are provided. Be advised that on sunny days the room is very bright with no way to dim the windows – making it very difficult to see a projected image on a screen.

Organization Name	
Organization Address	
Organization's Web Site	
Speaker's Name	
How many other attendees?	
Speaker's Phone	
Speaker's Email Address	
First Choice Date	
Second Choice Date	
Third Choice Date	
What equipment or props do you plan to bring (that we need to provide space for)?	
Do you need electrical hookup?	
Any other special needs?	
A brief summary of the topic to be covered. (Use the back, if necessary)	