



Geneva Lions Club

Club Meeting 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 1:00 at Riverside Receptions, 35 North River Lane, Geneva, IL 60134. Go to www.genevalionsclub.org and select "Calendar" 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 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 website: _____

Speaker's name: _____

How many other attendees? _____

Speaker's phone _____

Speaker's email _____

Speaker's 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 an electrical outlet? _____

Any other special needs? _____

A brief summary of the topic to be covered.

(use back, if necessary): _____
