

Third Friday Speaker Meeting Basic Instructions for Sponsoring as a Zoom Meeting

Thank you so much for volunteering to sponsor a Third Friday Speaker Meeting!
Here's how to proceed:

1. Have your group pick a date and contact Third Friday Coordinator to confirm that the date is available - or - find out from the Coordinator what dates are available and bring those choices to the group. Once you have done this, the Coordinator will provide your Group Rep or other contact person with a sign-up sheet with more detailed instructions to help your group prepare for the meeting.
2. Utilize the sign-up sheet provided by the Coordinator to select a topic and speaker(s) and sign up for the various support roles for the meeting.
3. By the third Friday of the month *prior* to the month of the meeting you will be sponsoring, put together a flyer for publicity for the meeting and email it to the Coordinator in .pdf form. You may use past months' flyers as a guide. If no one in your group has the skills to do that, please contact the Coordinator by four weeks prior to the meeting and she will take care of it.

The date and time for the meeting are as below:

Date: 3rd Friday of the month
Time: 7:15-8:30 Speaker Meeting
8:30-9:00 Fellowship

Thank you very much for your interest and willingness to sponsor a Speaker Meeting! We are delighted that your group has agreed to do this and we think you will find it a rich and meaningful experience. It strengthens our district and all of our connections with each other. We appreciate your service!

Susan S., Third Friday Speaker Meeting Coordinator
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