

# **Guidelines for Torch Club Member's Moment Presentations**

## FELLOWSHIP COMMITTEE

### PROVIDE TO MEMBER'S MOMENT PRESENTERS

The purpose of the Member's Moment is to recognize various members of Torch Club and help us get to know one another better.

Include in the citation some of the special things about the member, such as their educational and professional background, special accomplishments and honors, special interests and possibly something about their family. It is useful to include "conversation starters" club members could use to engage the honoree in discussion. You might want to ask them to give you a brief résumé or biosketch. (Include humor if you like, but try to curb any urge to "roast" him/her.)

Limit your presentation to about two or three minutes (about one typed, single-spaced page). Recent presentations have occasionally run quite long, which is not appropriate (remember that our attendees are waiting for dinner!).

The Member's Moment presentation is usually made at the beginning of the dinner hour. The club President starts the dinner hour and then will hand you the microphone to do the Member's Moment. Typically the honoree remains seated during the presentation, and is then asked to stand and be recognized at the end. It is not customary to invite a response from the honoree.

A table at dinner is designated for the Member's Moment honoree. Ask the honoree for names of those they would like to join them at dinner, and assist the honoree in inviting those members. Dinner tables seat 8, but with a very snug squeeze can hold 9. If 9 places are desired, please call the Faculty Club (614-292-2262) ahead of time to set 9 places. The Fellowship Committee can assist in filling seats at the table as needed.

Immediately following the presentation send a final copy of the presentation to the club's newsletter editor Steve Sterrett at [sterrett.1@osu.edu](mailto:sterrett.1@osu.edu) to include in the next newsletter.

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