



Guest Speaker Guidelines

The Woodland Senior Center offers educational programs on a variety of topics. For specific events, including meetings of support groups, we want participants to understand our policy.

Senior centers were established to provide an array of services that insure and enhance independence for older adults. Part of maintaining independence is through the provision of educational opportunities. To provide this service, community experts are invited to senior centers to give presentations on issues of key concerns for seniors.

It is the policy of the Senior Center of any presentation, workshop, informational program, or guest speaker to be sponsored by the Woodland Senior Center. All sponsored presentations must adhere to the “not-for-profit” or “governmental agency” rule. Presentations should not promote a specific business or its services and solicitation of our participants is not permitted.

Presentations should be non-political and non-sectarian. The presence of a guest speaker at the Senior Center does not imply endorsement of the opinions and views expressed by the speaker.

The Woodland Senior Center advocates for free or extremely low cost quality information and services, and we research community partnerships, to accomplish this goal.

Support Groups

Self-help and support groups may have ‘for-profit’ companies who have related products that are made available to participants at their meetings. It is advised of lead volunteers to seek varying points of view so our seniors can make informed decisions.

The Woodland Senior Center does not endorse the opinions, services or products discussed in support groups. The meetings are for informational and sharing and support purposes only. Participants are encouraged to consider a variety of sources when making decisions about their health.

Handout material

Handout material for audience is welcome. All materials to be handed out to participants must be submitted with the Guest Speaker Application. All printed material or promotional material must include the following:

Woodland Senior Center



“The City of Woodland and the Woodland Senior Center does not endorse the opinions, services, or products discussed in this presentation. The meeting is for informational purposes only. Participants are encouraged to consider a variety of sources when making decisions about their health or welfare.”

Audio & Visual Aids

The Community & Senior Center is equipped with speakers in meeting and banquet rooms. Wired and wireless microphones are available upon request. All rooms have screens for any visual needs and have ability to be connected to a computer for presentation purposes. All audio visual needs must be addressed in the Guest Speaker Application for specific requests.

Marketing of Presentation

Co-sponsored events, non-rentals, will be published within the Senior Center's be in the monthly newsletter, the SeniorGram. All guest speakers have the obligation to aid in the marketing of their presentation by flyers, poster, newspaper articles, or any other media throughout the Senior Center and the Woodland area.

Woodland Senior Center



In the spirit of contributing to the quality of life of our population, the Woodland Senior Center requires that all presenters adhere to the Guest Speaker Guidelines.

Please initial each item indicating you agree to each of these conditions.

- _____ Educational presentations are solely to provide information to a senior/community audience.
- _____ Each presentation must offer all sides of an issue if it is one of controversy.
- _____ Topic, scope, and fee if any, of each presentation will be agreed to beforehand by presenter and Center Supervisor.
- _____ Presentation may be in a panel format to provide a blend of information audiences.
- _____ Presenters are expected to allow time for questions from the audience.
- _____ Language intended to promote hatred, bigotry or animosity between groups of people, or segments of society is not appropriate.
- _____ The roster of participants from a presentation is for the Center's use only
- _____ The City of Woodland, Parks & Recreation Department does not permit sales at seminars, approved seminars are for information only.
- _____ All literature that will be handed out to participants must be submitted with application for approval. Any handouts passed out without approval will be grounds for dismissal from the Woodland Senior Center.

If selected to a Guest Speaker to Presenter at the Woodland Senior Center, I agree to abide by the following Guest Speaker Guidelines, as have been outlined for me.

Signature

Date