

SILLSARASOTA.Org	*Remind Speaker to SPEAK SLOWLY & Loud enough.		
<p>First United Methodist Church (FUMC) 104 S. Pineapple Sarasota 34236</p> <p>Recruiter arranges someone to pick up speaker and drive to venues or informs day leader if driving themselves. - Speaker/Recruiter may park in lot behind FUMC. Day leader will put up orange cones for SILL parking spaces.</p>	<p><u>Tues. SILL Lecture 10:30am starts</u></p> <p>10:00 Speaker arrives-A/V tech mics</p> <p>10:30 am Introduce Speaker 10:35 – 11:15 am Lecture 11:15 – 11:30 am Q&As</p> <p>Noon – drive to Venice for 12:30 lunch then at VCC 2pm for 2:30 start</p> <p>SILL DAY LEADER FUMC: Kathie Westpheling westpheling@gmail.com 703-220-9591</p> <p>+Recruiter may arrange to host dinner with speaker Mon. and/or Tues.</p>	<p><u>Thur. SILL Lecture 10:30am starts</u></p> <p>10:00 Speaker arrives – A/V tech mics</p> <p>10:30 am Introduce Speaker 10:35 – 11:15 am Lecture 11:15 – 11:30 am Q&As</p> <p>Noon – Lunch – optional</p> <p>SILL DAY LEADER FUMC: Susan Hook s.hook@comcast.net 941-284-4556</p> <p>+Recruiter may arrange to host Thurs. lunch after Thurs FUMC lecture and/or - Thursday dinner after LWR Thursday night lecture - Coordinate any Thursday night dinner in LWR w LWR Day leader.</p>	<p>*A/V Tech: Mark Nordstrom techcoord@firstsrq.com</p> <p>Tues: Recruiter arranges that after FUMC Tuesday lecture – speaker drives or driven to Venice. Coordinates w Venice Day Leader for 12:30 Venice Lunch & 2:30 VCC lecture start = Tues: VCC Day Leaders: Joe Van Berkel & Craig Marion craig.marion@verizon.net 941-735-6452</p> <p>Friday: Recruiter arranges speaker drives or driven to Venice for 10:00am VCC lecture start . Coordinates with VCC Day leaders: Adrienne & Carmine Cipolla twocipollas@cs.com 718-755-7126</p>

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<p>Lakewood Ranch - CornerStone Church: 14306 Covenant Way 34202</p> <p>Recruiter arranges someone to pick up speaker and drive to venues or informs day leader if driving themselves. Make sure enough time for bad traffic. Day leader puts up orange parking cone.</p>	<p><u>Weds. SILL Lecture 11:00 am starts</u></p> <p>10:30 am Speaker arrives–AV tech mics</p> <p>11:00 am Introduce Speaker 11:05 – 11:45 am Lecture 11:45 – 12 Noon Q&As</p> <p>SILL LWR Day Leader: Jane DeFillipi jadefilli@icloud.com 781-492-5858</p> <p>+Recruiter may arrange to host lunch with speaker Weds. after lecture if time permits.</p>	<p><u>Thurs. SILL Lecture 5:00 pm starts</u></p> <p>4:30 pm Speaker Arrives-AV tech mics</p> <p>5:00 pm Introduce Speaker 5:00 – 5:45 pm Lecture 5:45 – 6:00 pm Q&As 6:00pm Vacate Bldging</p> <p>SILL LWR Day Leader: Richard Rose richard.n.rose@gmail.com 617-835-3075</p> <p>+Recruiter may arrange Thursday dinner. Coordinate w LWR day leader if dinner in LWR.</p>	<p>*A/V Tech GRADY MARTIN grady@cornerstonelwr.org</p> <p>Microphone/Powerpt/Videos</p>

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<p>VENICE COMMUNITY CENTER. (VCC) 326 Nokomis Ave S Venice. 34285</p> <p>LUNCH: Recruiter coordinates lunch with SILL Venice Day leader. Venice Art Center Café is good & shares parking lot w VCC.</p>	<p><u>Tues. SILL Lecture 2:30 starts</u></p> <p>12:40 pm Speaker arrives from FUMC for lunch in Venice</p> <p>2:00 pm Speaker arrives at VCC</p> <p>2:30 pm Introduce Speaker 2:35 – 3:15 pm Lecture 3:15 – 3:30 pm Q&As</p> <p>SILL Venice Lunch /Day Leader = Joe Van Berkel - 608-477-1215 & Craig Marion - 941-735-6452 craig.marion@verizon.net</p> <p>+Recruiter may arrange to host Tuesday dinner with speaker.</p>	<p><u>Friday SILL Lecture 10am starts</u></p> <p>9:30 am Speaker arrives</p> <p>10:00 am Introduce Speaker 10:05 – 10:45 am Lecture 10:45 – 11:00 am Q&As</p> <p>SILL Venice Lunch /Day Leader = Adrienne & Carmine Cipolla twocipollas@cs.com 718-755-7126</p> <p>+Recruiter may arrange Friday lunch if Speaker time permits. Coordinate w SILL Venice Day leader if lunch in Venice.</p>	<p>*VCC A/V Tech: Scott Harmon c-941-441-8508 (prefers phone)</p> <p>*SILL A/V contact: craig.marion@verizon.net 941-735-6452</p>

RECRUITER GUIDANCE // SILL Sarasota.Org // 2025

Thank you for volunteering. Here is general guidance to ensure speakers' visits go smoothly. If any questions, please ask a Board member or Day leader.

BACKGROUND: SILL is a volunteer-run, non-partisan forum. SILL audiences represent a range of views. They will appreciate Speaker's expert knowledge on the topics to be discussed. We ask all lecturers and attendees to be respectful of each other. We look forward to speaker's engaging and informative presentations.

GENERAL: Contact Speaker at least three months before lecture to confirm transport, hotel, meal, powerpoints, books, etc status.

HOTEL: Jane DeFillippi makes reservations at VOCO for all speakers at SILL rate and provides confirmation # to recruiters.

Recruiter confirms with speaker if staying at VOCO. If so, recruiter provides VOCO confirmation # to speaker. Any Plus1 joining?

Confirm if includes breakfast? For Speaker? & Plus1? (Let Day Leaders know if Plus1 or Guests of speaker attending lecture(s))

-- Recruiter informs Jane if Speaker makes own arrangements; SILL will reimburse up to SILL VOCO contract rate / night/room inclusive.

TRANSPORTATION: Get any flight info from Speakers. Or if arriving by car.

Recruiter or Speaker can arrange ground transport from SRQ or Tampa Airports. Many Limo firms online e.g. Island Time Transport 941-541-2731 // & private transport services //Uber //Lyft// etc

Speaker may rent car and get reimbursed reasonable rate from SILL for up to 3 days. Recruiter should get prior authorization from: SILL Program committee chair.

-- Recruiter to Arrange or confirm Transport To and From each of the venues; SILL driver may be reimbursed for driving.

***POWERPOINTS:** at least 5 days ahead of lecture, Send Powerpoints to:

-- Craig Marion to distribute to all 3 Venue involved A/V Techs = Craig.Marion@verizon.net 941-735-6452.

-- Recruiter to follow-up day or two before lecture w A/V techs at each venue to make sure Powerpoints work

-- Speaker should provide recruiter any updates (send to Craig); suggest Speaker bring thumbdrive as backup.

BOOKS: -- Check w/ speaker if bringing books to sign/sell. If so, put up Book for Sale sign and sell at venue. For FUMC, Recruiter contacts Bookstore 1 to check if will be stocking any books by Speaker. LWR recruiter checks with UTC Barnes & Noble. For Venice speakers, Recruiter asks SILL Craig Kennedy to check with Island Books in Venice. Craig = Rckennedy52@gmail.com 202-247-5476

-- Make Announcement If selling books at desk in lobby; and/or that people can buy or order books through Bookstore 1, Barnes & Noble, or Island Books for Venice Community Center. -- Sometimes can get BookPlates from Bookstore 1 for Speaker to sign

+MEALS: Optional though encourage speaker to do at least 1 meal w SILL: Up to 6 people total; invite Sill board members/volunteers. Confirm meal schedule w Speaker and if including Plus1. // Present tax exempt form to manager before meal.// Keep receipts//

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RECRUITER GUIDANCE // SILL Sarasota.Org // 2025. (continued)

HONORARIUM: SILL Treasurer, Marshall Greenwald writes the checks and arranges to give to the recruiter.
Recruiter should provide the check to Speaker before they leave. . Mgreenwald374@gmail.com 847-476-9502

REIMBURSEMENT CHECKS: Speaker should make copies and give any receipts and info to Recruiter/Host; or Speaker can send directly to Sill Treasurer for reimbursement. Recruiter/Host should fill out SILL Form too for SILL hosted meals & driving; attach receipts, mail to: Marshall Greenwald, SILL Treasurer. 5220 Sand Lake Ct. Sarasota 34238. Mgreenwald374@gmail.com 847-476-9502

SILL - TUESDAY FUMC - START INTRODUCTION at: 10:30 am.

Good Morning! WELCOME TO SILL.

My name is _____ and I am very happy to introduce our fascinating speaker.

Before we start:

- As always, Please Silence or Turn Off Your Cell PhonesThank you.

-- Regarding Parking, there is parking for those attending the SILL lecture, at church parking and upper floors of the Mark Building lot across the street, and at the Palm Ave & State Street Parking Lots.

-- Please be aware of the EXITS. If you must leave early, please exit quietly through the back doors.

- Information on ordering flash-drives or Video On Demand Recordings of all SILL Lectures is available in the lobby or on the SILLSARASOTA.ORG Website, where you can also find information on SILL's very interesting and enjoyable Music Mondays Series held at Church of the Palms.

- Our speaker will lecture for about 40 minutes, after which we should have about 15 minutes left for questions. After the lecture, if you do have a question, we will ask you to line up at the Microphone. Please remember to keep your questions short and to the point.

-- The Speaker's Books are for sale (in lobby), or can be ordered (or bought) at Bookstore 1.

-- Now, I am happy to Introduce our Distinguished Speaker, _____, who will be speaking about _____.

(Brief Speaker Intro – then “Lets give a Warm SILL Welcome to _____.)

SILL THURSDAY LWRANCH - START INTRODUCTION at: 4:55 pm.

Good Evening! WELCOME TO SILL.

My name is _____ and I am very happy to introduce our fascinating speaker tonight.

Before we start, please:

- As always, Silence or Turn Off Your Cell Phones

- Information on ordering flash-drives or Video On Demand Recordings of all SILL Lectures is available in the lobby or on the SILLSARASOTA.ORG Website, where you can also find information on SILL's Music Mondays Series.

-- Our speaker will lecture for about 40 minutes, after which we should have about 15 minutes left for questions. If you have a question, after the lecture, please line up at the Microphone.

- Please remember to keep your question short and to the point.

-- If Books for sale: The Speaker's Books are for sale (in lobby), or can be ordered (or bought) at UTC Barnes & Noble or online.

-- NOW, I AM HAPPY TO INTRODUCE OUR DISTINGUISHED SPEAKER, _____:

Who will be speaking about: " _____ "

(Brief Speaker Intro – then "Let's give a Warm SILL Welcome to _____.")

SILL FRIDAY VENICE COMMUNITY CENTER - START INTRODUCTION at: 10:00 am.

Good Morning! WELCOME TO SILL.

My name is _____ and I am very happy to introduce our fascinating speaker this morning.

Before we start, please:

- As always, Silence or Turn Off Your Cell Phones

-- -- Please be aware of the EXITS. If you must leave early, please exit quietly through the back.

- Information on ordering flash-drives or Video On Demand Recordings of all SILL Lectures is available in the lobby or on the SILLSARASOTA.ORG Website, where you can also find information on SILL's very interesting and enjoyable Music Mondays Series held at Church of the Palms.

- Our speaker will lecture for about 40 minutes, after which we should have about 15-20 minutes left for questions. If you have a question, after the lecture, please line up at the Microphone. Please remember to keep your questions short and to the point.

-- Our speaker will be available to sign books after the lecture. Or:

- You may contact The Island Bookshop at 206 West Miami Avenue here in Venice, and websites, to obtain copies of _____(the speaker's) books.

-- NOW, I AM HAPPY TO INTRODUCE OUR DISTINGUISHED SPEAKER, _____:

Who will be speaking about: "_____."

- (Brief Speaker Intro – then "Let's give a Warm SILL Welcome to _____.)