

## **Flywheel Template, v8**

### *INSTRUCTIONS*

*Make a copy of this file, save it with a name that includes date of NEXT meeting (for example, flywheel\_sept22.doc), then use it to compose your report.*

*Please DO NOT type over the bolded headlines; they're formatted so that they'll be properly styled when imported into Wordpress (the website template). If there is no new content in a category (e.g., no "Special Event"), type "None" and I'll delete that item from this week's Flywheel.*

*Write your content below each of these headlines, typing over [the blue text](#). Use bold for a member's names only the first time it appears in a paragraph, not each time. Only one space is needed between sentences— don't hit the spacebar more than once.*

*After you're done, please email the completed template to [nick@lumina-media.com](mailto:nick@lumina-media.com)*

## **ANNOUNCEMENTS**

Use a bulleted list, like this

- [Item 1](#)
- [Item 2](#)

## **MEETING OF ([insert date of last week's meeting](#)):**

### **Welcome**

[One or two sentences that tell us who presided over meeting and any noteworthy remarks from the podium, thoughts for the day, and so on.](#)

### **Visiting Rotarians and Guests**

[Please be sure to spell names correctly. Get the list of guests from the Sergeant-at-arms for the day.](#)

### **Special Events**

[Include only when applicable; e.g., Paul Harris awards, new member induction, etc.](#)

### **Recognitions and Happy/Sad Dollars**

[Again, please use a bulleted list for individual items, like this:](#)

- [Item 1](#)
- [Item](#)

[- Your name, "Rotating Editor", etc.](#)