



# Toastmasters Int'l – District 39

www.district39.org

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## Speakers' Bureau Speaker Information Sheet

***“Take advantage of every opportunity to practice your communication skills so that when important occasions arise, you will have the gift, the style, the sharpness, the clarity, and the emotions to affect other people.” - Speaker Jim Rohn***

We Toastmasters are all speakers-in-training, preparing ourselves for the sales presentation, the job interview, the opportunity to address the Board or the PTA or whatever your personal goals might be. One key element in that training is to take our speaking public: that is, getting out in the “real world” outside the comfort zone of our clubs, our contests and our District.

To facilitate these opportunities and our growth, District 39 has expanded our Speakers' Bureau. This is a 3-Way Win. It is a:

- Win for the Community by providing a valuable information and education resource
- Win for Toastmasters by providing good PR and Community Outreach as well as exposure for the Toastmasters program
- Win for our Members by providing good experience & opportunities in public speaking

How to participate:

- Pick a topic or topics (you may cover one or more topic keywords per proposal)
- Prepare your presentation program (we suggest you be flexible in length: minimum time it takes to cover your topic and maximum time that you can fill)
- Practice, practice, practice (use your club, friends, TLI)

How do I get listed on the District 39 Speakers' Bureau?

- Be a Toastmaster in good standing (you know, dues paid)
- Prepare a Speakers Bureau Application\*
- Prepare a Speakers Bureau Program Proposal\* (you may submit more than one Proposal at anytime, though only one Application is needed, which will be keep on file)
- Fax the application, proposal(s) and support documents to the fax number on the forms. Your proposal(s) will be reviewed by the committee. More information or an “audition” may be requested
- If selected, you will be notified and requested to prepare a speaker's one-sheet that may be posted on our web site or provided to the requesting organization when appropriate (see examples)

What about promoting?

- The best promotion is word of mouth - Toastmasters spreading the word about the Bureau and the web site.
- Your name, mini-bio and contact information will be linked to a Speakers' Bureau page. A link to your web site will be provided, if applicable.

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- If possible, we will create metatags to promote search engine hits to your webpage.

## How will I be notified about speaking opportunities?

- When a Speaker Request Questionnaire\* is completed and submitted to us, the committee will review the Bureau list and will send possible matches to the organization and they will be asked to contact you directly. The committee will not act as a booking agency.

## If a speaking engagement is booked, what are my obligations?

- When contact is made as a result of this program, you should review the Speaker's Check List\*.
- Arrange to have a “helper” attend and complete the Speaker Evaluation\*. If you do not have a helper, plan ahead to complete this yourself and be sure to tape record your presentation so a fellow Toastmaster can evaluate your presentation at a later time using your manual.
- Immediately after the speaking engagement, have the contact person (or designee in the organization) complete the Program Evaluation\*.
- Fax or mail the completed Evaluations to the committee for our records within three business days of the presentation.

## What else might I do?

- Promote the Speakers' Bureau – *talk* to everyone about it!
- Solicit your own invitations to speak (feel free to use the forms provided) and inform the committee of any bookings you secure
- Get a web page (if not a web site) to promote yourself on the Internet. Create a link to the Speakers' Bureau page...
- Get business cards with your contact information.

## Other Considerations:

- Since speaker requests come primarily from non-profit organizations, we do not expect that you will be offered a speaker's fee. However, if you feel an honorarium or travel expenses are appropriate, you may negotiate this for yourself.
- Speaker requests generally are to educate, inform and/or entertain the audience. While we do not discourage you from mentioning your business or cause, we would not want your presentation to be viewed as a “sales pitch” or “solicitation for donations”. We will leave it to your good judgment to decide what is appropriate and to the evaluation forms to provide presentation feedback.

\* Available on the District 39 website: [www.district39.org](http://www.district39.org)

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*Thank you.*

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