



## **How to Connect with our Speaker's Bureau**

### **What is the Speaker's Bureau?**

The Speaker's Bureau is an ongoing list of speakers that have confirmed they would like to be contacted to speak at events for the Texas Exes and our Chapters.

### **How do I find the Speaker's Bureau List?**

Because the Speaker's Bureau is updated so regularly, please Megan Yeager and [megan.yeager@texasexes.org](mailto:megan.yeager@texasexes.org) to request a speak and to receive the latest Speaker's Bureau list.

### **How do I contact a speaker on the list?**

Once you have selected 2-3 speakers, notify Megan of the speakers your Chapter is interested in with as many details as possible for the event. DATE and LOCATION is especially important. Megan will then reach out to the speaker on behalf of the chapter and make a formal request.

### **What do I do once a speaker confirms?**

Once a speaker confirms availability with Megan, she will then contact the Chapter and put them directly in touch with the speaker to begin discussing logistics of the event. The Chapter will then take over the rest of the coordination. Suggestions for coordination include, budgeting for covering travel costs to speakers willing to travel, sending the speaker talking points and an agenda of the event, asking the speaker for visuals or if they need a PowerPoint/microphone/computer, etc., having someone introduce the speaker, presenting the speaker with an honorarium or token of thanks.

### **What do I do if a speaker we select to contact is not available?**

If you have provided Megan with back up speakers, she will then contact them with the formal request process.

### **A speaker attended our event and it was a great success, now what?**

Submit a post event report [here](#)! We would love to hear how the event went!