



*Please submit written introductions, bio content & Speaker Worksheet to:  
**Info@SJSpeakersBureau.com***

**EXPECTATIONS  
of  
Qualifying Speech Candidates at Speakers' Bureau**

The following expectations have been outlined to make the meeting preparation and presentation of your qualifying speech at Speakers' Bureau flow smoothly.

- Mentors are available to support you with your speech. Please ASK.
- Please submit your written introduction on or before the 20<sup>th</sup> of the month preceding your presentation. If you have a brief bio, you are encouraged to submit it also.
- Please submit the Speaker Worksheet via email on or before the 20<sup>th</sup> of the month preceding your presentation.

**EXPECTATIONS  
of  
Educational Presenters at Speakers' Bureau**

The following expectations have been outlined to make the meeting preparation and presentation of your educational presentation at Speakers' Bureau flow smoothly.

- Please submit your written introduction on or before the 20<sup>th</sup> of the month preceding your presentation. If you have a brief bio, you are encouraged to submit it also.
- Please submit the attached Speaker Worksheet via email on or before the 20<sup>th</sup> of the month preceding your presentation.
- When preparing your presentation, please consider the following:
  - WHAT is needed? (product, solution, service)
  - WHO needs it?
  - WHY do they need it?
  - WHERE do they get it?
  - WHEN do they get it, implement it, etc.?
  - HOW will it benefit them?

- The goal of your presentation is to provide timely, relevant material in a manner that will move the Speakers' Bureau audience to their next level and motivate, urge or inspire them to take action! THANKS!

### **For inclusion on the website as a Qualified Speaker:**

All speakers that qualify for the Qualified Speaker designation are entitled to be featured on the Speakers Bureau website at [SJSpeakersBureau.com](http://SJSpeakersBureau.com). They will also receive a Qualified Speaker Badge for their website.

- Please submit your bio, professional picture, speaker topics, keynote topics. Also supply links to your linkedin, youtube or other video channel, your blog or website and other social media links.
- If you would like to be contacted directly for speaking engagements, please include your contact information (phone, email, etc).

Please note: If you do get a Speaking opportunity directly from the website, please inform the Chair, and please share at sharing time during the Speakers Bureau meeting. The Chair will supply you with a checklist and Toastmaster materials.

It is recommended to have at least one other Bureau member attend your Speaking engagement to assist with setup, video taping, and to evaluate you (to help for future engagements). It is also recommended to have your own Marketing Materials & handouts ready, as well as Toastmaster Materials ready to go.

### **For consideration as an Author / Contributor on the website:**

- Please submit your written post / article on or before the 20<sup>th</sup> of the month preceding your presentation. If you have a brief bio, you are encouraged to submit it also. Personal Picture recommended if we do not already have on the website. Please include a picture related to the post. If you do not have one, and would like the webmaster to add, please note that in the email. Include links to blogs or related articles, and social media links.

- Keep topics related to motivation specific to speakers, tips / advice for Meeting Planners, Marketing Tips / Strategy for Speakers, Topics specifically useful for Speakers / Meeting-Event Planners, etc. Not all topics submitted will be included. The Chair will work with submitter to make submissions work. All submissions subject to review and edit by webmaster & the Chair.
  
- When preparing your post / article, please consider the following:
  - WHAT is needed? (product, solution, service)
  - WHO needs it?
  - WHY do they need it?
  - WHERE do they get it?
  - WHEN do they get it, implement it, etc.?
  - HOW will it benefit them?

For any questions, comments, submissions, please contact the Speakers Bureau Chair:

Rae-Ann Ruskowski  
888-724-7517  
RA@Rae-AnnRuskowski.com