



SPEAKER AGREEMENT

Thank you for your interest in a speaking engagement with Greeley Business Women's Network.
At any given event there are typically 20 – 40 women who attend our event.

Session Requirements:

- Sessions should be informational or how to in nature and run a max of 20 minutes.
- Sessions are not for the purpose of selling your product or services; they are to educate the attendees on the subject matter and should not be a sales pitch. Direct sales by presenters are not permitted. The Board reserves the right to end the speaker's time early if they start to engage in direct sales with the members.
- There are no funds available for speaker fees or travel.
- Provide a headshot and mini bio for invitation and introduction purposes
- Wear professional attire
- Prepare for your presentation
- Let the GBWN Speaker Chair know of any special requests (podium, screen, projector, etc). Laptops will not be provided.

Room/ Location

- Locations vary throughout the year.

How to apply

- Fill out the application and send via email to drpjnd@comcast.net
- Attach any additional info that may assist in our decision process (i.e. media kit, bio, cd/ dvd of your presentation etc.)
- Complete one application for each proposal

Misc Details

- Presentation handouts are welcome, as well as, business cards to put at each seating location.

Cancellation

- Cancellation of your speaking engagement requires two (2) week advance notice to allow GBWN to schedule another speaker.

By signing below you have read and understood the requirements for speaking with Greeley Business Women's Network and will comply with the requirements.

Date

Signature



SPEAKER APPLICATION

Speaker Name	
Company Name	
Address	
City State and Zip	
Phone	
Fax	
Email	
Website	
Preferred Presentation Topic	
Previous Speaking Experience/Skills	
Overhead Projector	YES NO
Screen	YES NO
Electricity	YES NO
Speaker Table for published books, flyers, tapes, cd's, or DVD's	YES NO

Would you be available to be a back up speaker in the event someone already scheduled needs to cancel?
 Yes _____ No _____

**must be approved by the board*

Email this completed form along with the signed Speaker Agreement and headshot (.jpg) to Priscilla Johnson at [drpjnd@comcast.net]