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**AAUW PROGRAM PRESENTER PACKET**

**2018-2019**

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**Timeline/Checklist**

**Initial Contact**

\_\_\_\_\_ Phone prospective speaker to discuss topic, day, date, time (45-min. speech plus 15 min. for questions), location, audience size (150-225). Identify yourself and clearly state you are from the Minneapolis Branch of the American Association of University Women. Give your phone number and the office number: 612-870-1661

\_\_\_\_\_ Inform your speaker of the audience - members educated, 150-200 may attend, etc.

\_\_\_\_\_­ Offer an honorarium of $100 (except to elected officials, members of the judiciary, or AAUW members).

\_\_\_\_\_ Upon agreement to do the program, immediately send a confirmation letter. AAUW stationary is available in the 2nd floor office or online letterhead is available. Include the Release and License Form - Permission to Record.

\_\_\_\_\_ Work with the speaker on the bulletin notice and title. Write this small paragraph in a way that invites the reader to want to hear your speaker. Follow instructions on the form in this packet.

**One month prior to the program**

\_\_\_\_ Write the speaker again, reinforcing the details. (If you are communicating by e-mail, use both since some e-mail will go to Junk Mail in a busy office.) Tell about parking in the driveway, confirm lunch invitation, use of AV or stage arrangements. Tell speaker the time you will meet at the front door. Send Release Form-Permission to Record.

**3 weeks prior** \_\_\_\_\_ Write and practice your introduction. (See “Support for your Speaker”)

 \_\_\_\_\_ Submit a requisition for payment for your speaker’s honorarium. Forms are in the office.

\_\_\_\_\_ Notify Susie Erickson at 612 866-5720 or email her at serick1218@gmail.com whether or

 not the speaker is staying for lunch.

**2 weeks prior** \_\_\_\_\_ Arrange for AV equipment and stage arrangements if necessary.

\_\_\_\_ Make luncheon reservations for yourself and your speaker: 651-220-4777.

**1 week prior** \_\_\_\_\_ Contact speaker one more time to confirm details of the day.

**Program Day**

 \_\_\_\_\_ Morning of, check your email or voicemail for last minute changes.

 \_\_\_\_\_ Remember to bring speaker’s contact information with you in the event that they are late or

 you need to contact them.

 \_\_\_\_\_ Check in early with Guest Hostess and pay for your lunch.

 \_\_\_\_\_ Pick up the speaker’s honorarium in 2nd floor office.

 \_\_\_\_\_ Be at front door early to meet your speaker. Hang coat in front hall closet.

 \_\_\_\_\_ Bring to Presidents’ Hall. Offer coffee. Introduce to AV committee.

 \_\_\_\_\_ Tell speaker to allow the last 15 minutes of the hour for questions and ask if they would like

a 5 minute warning for Q&A, you will move around the Presidents’ Hall with the cordless microphone. If you have 2 speakers together, be sure they pace their time

 \_\_\_\_\_ Thank speaker from the floor and close the meeting.

 \_\_\_\_\_ Present honorarium to the speaker.

 \_\_\_\_\_ Give packet of membership materials to speaker (at membership table).

 \_\_\_\_\_ If speaker is going to stay for lunch, escort to President’s table.

 \_\_\_\_\_ ***Write a Thank You note.*** Note cards are available in 2nd floor office.

**CONTACTING SPEAKER: WORKSHEET FOR INDIVIDUAL PROGRAM**

Bulletin deadline for program:

Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

Speaker’s Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Steps in Initial Phone Contact with Speaker**

♦ Phone prospective speaker to discuss topic, day, date, time, location

♦ Identify self as a member of the Minneapolis Branch American Association of University Women

♦ Offer $100 honorarium (except to elected officials or members of the judiciary)

♦ If prospective speaker agrees to do the program, immediately send a confirmation letter using Minneapolis Branch stationery available in office

♦ Invite speaker to lunch as guest of AAUW

♦ Ask if speaker prefers to be contacted by \_\_\_e-mail or \_\_\_regular mail

♦ Ask for speaker’s vita or biographical data. When received, write bulletin notice for your program. Make ♦ 3 copies (1 for self, Bulletin editor, Program VP)

 ♦ Audience size generally 150-225 mostly women

♦ Topic scheduled for 45 minutes; 15 minutes for questions

♦ Send copy of the bulletin description for speaker’s review

**Conclusion:**

Thank you for agreeing to speak on the subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

Monday, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) @\_\_\_\_\_\_\_\_\_\_\_\_\_(Time)

Should you need to contact me, my name & phone number, e-mail is:

If speaker needs to contact AAUW Office: **612-870-1661**

**One Month Before Your Program:**

♦ E-mail, write, or phone the speaker again, reviewing details, park in semi-circular driveway, etc.

♦ Confirm stage or A-V requirements

♦ Confirm lunch invitation

♦ Send map/directions to Gale Mansion (available in AAUW office)

♦ Establish arrival time at least 15 minutes prior to the talk

**Day of Program**

♦ Pick up honorarium check

**Week After Program**

**♦** Write thank you note

**AUDIO VISUAL PRESENTATION AT AAUW MINNEAPOLIS**

**SPEAKERS:**

The following audio visual equipment is available for your use.

* Podium with microphone
* Projector for use with computer
* Lavalier microphone
* Laser pointer
* Remote mouse
* Sound cord hook-up for showing video from internet
* AAUW MacBook Pro computer
* Computer Options:
1. When there is a Power Point or Keynote presentation we appreciate having it in advance so we can have it uploaded and ready to go when the speaker arrives. If possible, email your presentation to the AAUW computer in advance at: mpls.aauw@gmail.com. In addition, it is best to bring the presentation on a flash/jump drive as backup in case there is a glitch.
2. Bring presentation on a flash/jump drive the day of your program and use AAUW/MacBook Pro computer with the Microsoft power point/office software package.
3. If you feel more comfortable using your own computer, you may. If you bring a Macintosh computer, you will need to bring the special connector.

You will be asked if you are willing to sign the Release and License Form to permit the recording of your presentation.

**PRESENTER:**

Write speakers AV needs on the chart posted in the coatroom or email Phyllis Galbraith at phyllis.galbraith@gmail.com.

Questions: Call Phyllis at 612-720-1392 or send email to phyllis.galbraith@gmail.com

**RELEASE FORM – PERMISSION TO RECORD AND USE**

**Program Title: ­­­­­­­­­­­­­­­­­­­­­­­**

**Date/Time:**

Speaker gives permission and provides a license to AAUW Minneapolis Branch (AAUW) to record and use Speaker’s presentation (including any supplemental materials provided by Speaker) (Presentation) in the manner described below in any or all print and media forms, including but not limited to video, audio, and slides. Speaker further permits AAUW to place the Presentation in any form on a website, access to which is provided through an AAUW password protected website, for viewing by AAUW members and others invited by AAUW who visit the AAUW website. In addition, Speaker gives permission and provides a license to AAUW to take and use any image of Presenter provided by Presenter or taken in connection with the Presentation (Likeness) for use by AAUW in its promotion, publicity, advertising or electronic publication.

The Presentation or any Likeness may be electronically posted for up to two years or as determined by AAUW.

Speaker will not be compensated for the Presentation or any Likeness or the rights to use it or them other than through AAUW’s customary honorarium provided to eligible speakers. Signing this form does not guarantee that the Presentation or any Likeness will appear on the website or other location or be used in any manner by AAUW. The determination of whether the Presentation or any Likeness will be included on the AAUW website or other location and in what format is solely that of AAUW.

Speaker hereby releases AAUW from any and all claims and demands, of any kind and character, without condition or exception, arising because of its use of the Presentation or any Likeness. Speaker affirms that he/she has the permission of each and every author of any information contained in the Presentation or any Likeness, to the extent required by law for the purposes described in this Release, to use copyrighted materials within the Presentation or any Likeness.

For VALUE RECEIVED, Speaker hereby warrants that he/she has the right to execute this form, and affirms he/she is over twenty-one years of age.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELEMENTS IN CONFIRMATION LETTERS TO SPEAKERS**

1. Our thanks for your commitment to speak on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Confirmation of speaker’s choice of media needs, if any.

3. Our Presidents’ Hall holds an audience between 150 – 250.

4. Confirm the speaker’s wishes to distribute materials or offer their books for sale.

5. Lunch: Speakers at all programs are invited to lunch as our guest. Get a definitive yes or no.

6. Time frame: Speakers have 45 minutes to speak and 15 minutes for audience questions.

 (Time frames are: 9:30-10:30, 10:45-11:45, 1:15-2:15)

7. Directions to the Gale Mansion can be sent to the speaker as needed

8. Parking for speakers: Park in the circular driveway on Stevens Ave.

 (One way going north) pulling up as far as possible. Enter via the front door.

9. I am your contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***AAUW office phone is 612-870-1661.***

**AAUW SAMPLE LETTER TO CONFIRM SPEAKER**

Today’s date

Name

Title

Address

City, State, Zipcode

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for your commitment to speak to the members of the Minneapolis Branch American Association of University Women on (date), at (time) on the topic of\_\_\_\_\_\_\_\_\_\_. Your talk will be in the Presidents’ Hall at the Gale Mansion, 2115 Stevens Avenue south. (Directions enclosed) Please park in the curved driveway in front of the entrance, pulling up as far as you can. I will meet you at the door approximately 15 minutes prior to your talk. I would also like to invite you to lunch at the President’s Table at 12:00 if your schedule permits. I would need to make a reservation for you by the Friday before you speak.

You will have 45 minutes to speak and an additional 15 minutes for questions from the audience. You can expect an audience of approximately 150-200. As per our discussion we will have the media equipment you requested ready for you.

The announcement of your talk must be ready for publication by (date). I would appreciate biographical information and the exact title of your talk as soon as possible for our Bulletin. (Give the deadline) Also, is there anything in particular you would like me to mention when I introduce you? You can send me this via email or mail.

AAUW is a national, inclusive, non-partisan, non-sectarian organization. Our members appreciate speakers who use well-balanced information and positions in their presentations. For more information about us please visit our web site, [www.minneapolis-mn.aauw.net](http://www.minneapolis-mn.aauw.net).

I am your contact person from AAUW. You can reach me at: (included your email/phone, cell phone, address, etc). In the case of emergency the AAUW office number is 612-870-1661.

Sincerely,



**Requisition Form for Honorarium**

**AAUW Minneapolis Branch**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will pick up check on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must have approval signature by your committee chair before payment can be issued.

This form is to be filled out and presented to the office for check to run three weeks prior to speaker’s engagement date. To return this request, please use standard mail, email (type requested and approval names) or drop off at the second floor office.

Thank you!

**Bulletin Copy Form**

**The Bulletin will be printed three times during the 2018-2019 year. Deadlines for submitting copy are:**

**July 5, 2018 (September, October, November)**

**October 3, 2018 (December, January, February)**

**January 2, 2019 (March, April, May, June, July, August)**

Day and Date of Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AAUW Program Topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of this Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Title or Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Web site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Description: Description should be approximately 50-60 words. Refer to previous bulletins for examples. Describe presentation topic. Arouse interest and curiosity!

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send copies to:

**Email preferred** 1) Your Topic Chair.

 2) Susie Erikson, Program VP serick1218@gmail.com

 3) Doris Grimes, Program VP DLW5400@aol.com

**Keep a copy for yourself!**

**Supporting Your Speaker**

**The Introduction**

A gracious speaker introduction is an AAUW tradition. The tips below are designed to help you prepare to set the stage for your speaker.

* Before the introduction, be sure your speaker is on the stage; there is a chair for them.
* Timing: The introduction should be **short** –LESS THAN (2) TWO MINUTES. About 250 words. Try to make it interesting and not a list of credentials. Do not repeat what is already in the bulletin. Personal facts, like family or hobbies may be of interest to our members.
* **The first sentence of your introduction should be “Please turn off your cell phones”.**
* Structure: The body of the introduction will come from a few highlights of the biographical information. Focus on those aspects that reflect why they are here. You may find it useful to write your beginning and ending AFTER you write the body of the introduction. The start may be imaginative or straightforward but avoid cuteness. End with a repetition of the speaker’s name, e.g. “Ms. Smith will now speak to us on…please welcome Ms. Smith”.
* Write it out and practice: Written notes are essential for the day of the speech.

 Try to keep it to one page, double spaced, 16 font.

 Practice will help you time your introduction; CUT IT IF YOU ARE OVER 2 MINUTES.

* Deliver in a conversational tone, looking up at the audience frequently. Speak clearly and talk into the microphone.

**Question and Answer Session**

* The portable microphone will be placed on the stage for your use. Find out how it works before the speech. Turn it on for the Q and A and leave it on for the duration. If for any reason the microphone fails to operate, ask people to speak loudly or repeat their questions audibly.
* Ask all questioners to stand when asking questions, to speak directly into the microphone and to limit their questions to one. Immediately look to see who will next get the microphone and get it to that person as soon as the question has been asked.
* Watch the time and state that there is time for only one more question.

**Thank you!**

* Thank the speaker!

TIPS FOR PRESENTERS

1. Have your speaker take a seat on stage before you introduce her or him.
2. Remind your speaker that their talk is for 45 minutes and you will give them a 5 minute warning (at 40 minutes) as the last 15 minutes are for Q & A.
3. Start on time.
4. Request that cell phones be turned off.
5. **Keep the introduction short**. Members keep saying that presenters should *keep their introductions short*! Say a few sentences only, as the audience is anxious to hear the speaker.
6. When the speaker’s presentation reaches 45 minutes, stand up and get the mike.
7. During Q and A, when you hand the mike to a member, look around to choose who will be next and, as soon as the question is asked, get the mike to the next person with a question.
8. End on time.

Remember to contact Susie Erickson at 612 866-5720 or email her and let her know whether or not the speaker is staying for lunch. (Remember to also make your and the speaker’s lunch reservation by calling 651-220-4777 before noon on the prior Friday) Requests for a special lunch diet for a speaker should be requested when making lunch reservations.

Remember to notify Phyllis Galbraith about your speaker’s AV needs. Add to the sign-up sheet on the bulletin board in the coat room.

How to hold the mike:

DO NOT hold it like this: 

 DO hold it like this: 