

Talking About Speaking

by Lori Wildenberg

Pre, Present, and Post Talk TIPS

Pretalk prep

- _____
- _____
- _____

Email communication

1. Initial email (introduction)
2. Date, time, agreed upon fee, topic
3. 2 Weeks before email
 - a. Set up (podium, book table)
 - b. Mic
 - c. Equipment needed
 - d. Copies to be made
 - e. Confirm time, payment

Day of talk:

Arrive early

Spirit of a servant

Mingle

Be ready...long, short

Bag of tricks

Post talk

Feedback form

Email thank you