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