



## Speakers Bureau

### WAG Member Application Form

Participation in WAG's Speakers Bureau is an honor. To have the privilege of being listed as a speaker on WAG's website, you must (1) be a WAG member in good standing, (2) complete and submit this application form, (3) supply the requested attachments, (4) agree to the guidelines shown below, and (5) be approved by the Speakers Bureau Committee and/or the WAG Board.

This disclaimer is shown on the Speakers Bureau page of WAG's website:

**WAG Disclaimer:** *Speakers are members in good standing with WAG, but organizations wishing to invite a WAG member to speak should do their own research, such as checking the speaker's personal website and Googling the speaker's name. WAG in no way takes responsibility for any speaker and his/her presentation.*

Applicant's Name: \_\_\_\_\_

Title of presentation\* \_\_\_\_\_

#### Guidelines:

- Attach to this application a written outline or a summary of your talk that includes objectives and key points you will cover.
- Attach to this application your bio and/or qualifications for giving this talk and a high-resolution headshot photo for the website.
- Your presentation should include good quality slides and/or handout materials.
- You are to acknowledge WAG during your presentations and mention that WAG is a nonprofit organization. You may also hand out WAG brochures.
- With the approval of the organization to which you are speaking, you may sell your books or other publications.
- You may accept a small gratuity or token gift for your presentation. You may also accept mileage reimbursement if negotiated in advance or offered after your talk.
- Following your talk, you must ask audience members to complete an Audience Feedback Form and return the completed forms along with the Presentation Checklist to the Speakers Bureau Coordinator.

Check all that apply:

- \_\_\_\_\_ An outline or summary for my talk is attached.  
\_\_\_\_\_ My contact information is attached.  
\_\_\_\_\_ My bio and qualifications for giving my presentation(s) are attached.  
\_\_\_\_\_ A good-quality photo (headshot) for the website  
\_\_\_\_\_ By signing below, I agree to abide by the **Guidelines** listed above and by the **Presentation Checklist**.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*\* You may be qualified to speak on more than one topic. If so, please add other topics to the back of this document and attach an outline or summary for each.*