**Guidelines for booking speakers**

Example of Checklist when booking a speaker

1. Check details eg on Speaker List re subject, cost, equipment, postcode
2. Liaise with your WI Committee about the potential booking.
3. Email or phone speaker to check availability

Book the Speaker confirming their:

* Name
* Email
* Contact phone number
* Subject of talk / demonstration
* Fee
* Travel Expenses
* Requirements of Speaker eg equipment, room layout

The Speaker should be given the following information:

* Date
* Time
* Venue
* Timing of the talk : Eg if WI business will be before / after
* Duration of talk/demonstration
* Contact phone number and email
* Estimate of numbers of members attending
* Advise Speaker if necessary that if they are selling items 10% of sales is payable to your WI

Advise your WI committee of booking and relevant information

It is advisable to involve a third person, so make sure someone else knows all the details of the booking

If possible use a booking form, which the speaker can then email on to WI committee / WI Secretary / WI Treasurer

At least two weeks before the Booking confirm with the speaker that you are expecting them on...Date/Venue.

Check arrival time of speaker

Ask a member to look after the speaker, offer them refreshments, and show them your halls facilities

If you have Audio/microphone available, offer it’s use to the speaker

Make sure payment is made and you have a receipt

10.Fill in a Speakers Report form and send to WI House

or email dianacalcraft@hampshirewi.org.uk