



PROCEDURE FOR SPEAKERS BUREAU 2025

1. **REQUEST for Speaker received through:**
 - call or email to the Office Manager
 - call or email to a League member, OR
 - completion of Speaker Request Form via the web page.
2. ***If the Request Form has not been completed by the Requester through the Speakers Bureau web page, the Office manager or member emails the Request Form link to the Requester.***
3. Once the Requester completes the Request Form, the spreadsheet is populated, and the Request Form owner is notified of a ***new Request.***
4. Request Form owner sends the **Speaker Request spreadsheet link** (which includes the details of the request) to the SB Coordinator for that month.
5. The SB Coordinator reviews the **Speaker Data spreadsheet** to learn which volunteers are willing to present certain slide decks.
6. SB Coordinator sends email to Speakers who potentially will make up the 2-person Speaker Team. ***Speakers volunteer.***
7. One Speaker calls the Requester to finalize details. *(If the topic is too generalized, the Speaker will reinforce the menu of available presentations/topics.)*
8. 2-Speaker team consults and coordinates with each other to finalize the presentation.
9. After the presentation, the Requester is sent a Feedback Form.
10. Feedback Form information is shared with the Speakers and the Speakers Bureau Team with the goal of continuous improvement.

March 20, 2025