

Contacting speakers - Process

The person who initially signs up the speaker will be referred to as the proposer (this role can be delegated to another committee member if proposer cannot attend the meeting)

1. Proposer contacts speaker and fixes a date in consultation with Peggy. Proposer requests publicity info (bio, photo, youtube link) and sends to Peter a few weeks before the date, for inclusion in website.

Note: if there is a change of speaker, all committee to be notified.

2. Proposer calls speaker on the preceding Wednesday or Thursday to make sure arrangements are clear, and give a bit of guidance.

Points to cover:

- How recorded tracks can be played,
 - Any request to Nigel for accompaniment?
 - Help needed with equipment?
 - Travel tips such as post codes for parking and for getting to the Twickenham Club, plus more details of how to get there on public transport or by car.
 - It is good to invite questions,
 - It is fine to plug records and gigs,
 - Does speaker want cash or bank transfer? (Notify treasurer)
3. Proposer to be at club ahead of time to greet speaker, help set up and generally act as host.
 4. Proposer to introduce speaker
 5. Chair will normally close meeting and thank speaker
 6. Proposer plus volunteers to help with taking out kit.
 7. Proposer to sent thanks email within a few days of meeting.