

SPEAKER GUIDELINES

If you choose to invite a speaker, it is always preferred to have a woman from your charity. To assist the speaker from your charity in keeping her presentation brief and meaningful, we have prepared these guidelines. We hope they will be helpful.

You might simply copy these guidelines and paste into an email to your speaker.

Please keep the presentation to 5 – 10 minutes.

- Who are we?
- Introduce self (or selves) – names and titles
- Introduce organization with brief history
- Who do we serve, why, and how?
 - One or two stories of projects, successes, people served
 - Current projects and goals
 - Is tonight's fundraising targeted toward a specific project?
- Current revenue sources
- Q & A