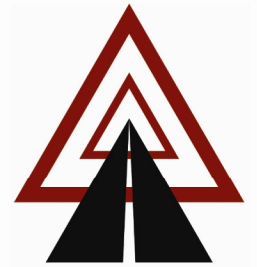


The Speakers Bureau Teacher Packet



In response to the need for classroom speakers and in an effort to link the world of education to the world of work, the Alamance County Area Chamber of Commerce has developed *The Speakers Bureau*. The bureau focuses on workforce development, career choices and core curriculum topics. The checklist below serves as a guide to accessing and using a volunteer speaker.

Request a speaker by faxing or mailing the enclosed *Speaker Request Form* to:

Barbara Massey
Business/Education Coordinator
Alamance County Area Chamber of Commerce
P.O. Box 450
Burlington, NC 27216
Fax: 336-228-1330
Phone: 336-228-1338
Email: barbaramassey@alamancechamber.com

Please note that speakers must be given at least two weeks notice prior to the date of the event. Please give alternate dates for presentations in case the original date does not work. Within a week after your request is received, you should be contacted by a Chamber representative with the name and phone number of an available speaker in your topic area. If necessary, follow up with a phone call to make sure that your request was received.

- Contact the volunteer to discuss the subject matter of the presentation.
- Confirm the date, time and place of the presentation.
- Obtain general information about the speaker, his or her company, and occupation. If appropriate, ask the speaker for brochures or handouts that will help your students ask informed questions.
- Also discuss with the speaker:
 - the size and needs of your class
 - equipment and space needs for the presentation
 - visitor information including school schedule, parking, sign-in procedures, etc.
- Prepare your students for the speaker and the information that will be presented.
- Confirm all details with the speaker a day or two prior to the event.
- Alert the school office of the volunteer's planned arrival.
- Make sure that all requested supplies and equipment are on hand and in working order.
- Be available to assist the volunteer during the presentation and be ready to deal with any classroom management or equipment problems.
- After the presentation, have the class thank the volunteer and follow-up with a note of appreciation.
- Make notes about the presentation for future reference.
- Complete the enclosed *Evaluation Form* and return it to the Chamber within the week.



Alamance County Area Chamber of Commerce

615 S. Lexington Avenue ▲ P.O. Box 450 ▲ Burlington, NC 27216

Phone: 336-228-1338 ▲ Fax: 336-228-1330 ▲ www.alamancechamber.com

The Speakers Bureau Request Form



School Name: _____

Person Requesting Speaker: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Best Time to Be Reached: _____

Topic: _____

Description of Audience: (Grade Level, Subject Area, etc.)

Number of Participants: _____

Preferred Date: _____ Begin Time: _____ End Time: _____

Alternates:

Date: _____ Begin Time: _____ End Time: _____

Date: _____ Begin Time: _____ End Time: _____

Date: _____ Begin Time: _____ End Time: _____

Location of Speech: _____

(gym, conference room, classroom #, etc.)

Special instructions or concerns: _____

FOR OFFICE USE ONLY

_____ Date request received

_____ Date of follow-up

Confirmed speaker: _____

Date: _____ Time: _____ Topic: _____

School's evaluation received

Speaker's evaluation received

Comments:

Please return by mail or fax to:
Barbara Massey—Business/Education Coordinator
barbaramassey@alamancechamber.com

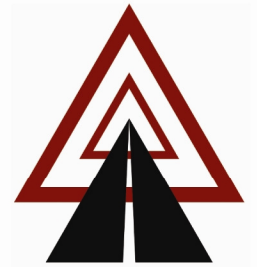
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The Speakers Bureau
Evaluation Form
(To be Completed by Educator)



Today's Date: _____ School: _____

School Contact's Name: _____

Speaker's Name: _____

Presentation Topic: _____

Prior to the Presentation

Were you contacted by the Chamber within a week after you requested a speaker? yes no

If no, please explain: _____

Did the speaker brief you on his/her experience and expertise on this topic and ask for your suggestions about appropriate areas that you would like to have covered in the presentation? yes no

If no, please explain: _____

Did the speaker provide you with details about his/her presentation format, audio-visual needs, etc., prior to the presentation date? yes no

If no, please explain: _____

The Presentation

Date: _____ Begin Time: _____ End Time: _____

Audience: one or more classes entire school faculty parent group

Approximate number in the audience: _____

Indicate the percentage in which the following methods were included in the presentation:

_____ speech/lecture _____ audiovisual _____ hands on/demonstration _____ question/answer

_____ break-out session _____ other: _____

If visuals or demonstrations were used, please describe: _____

On a scale of 1-5, with 5 being excellent, how would you rank this presentation? 1 2 3 4 5

Was the presentation received well by the audience? yes no

Would you recommend this speaker to another school? yes no

Comments:

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