

Questions for speakers to ask event organisers:

When you have a speaking engagement, you need to make the very best of it. It is an amazing opportunity to spread your message, motivate, inspire, reach potential clients, get great photos/video of yourself in action, and ask for a fabulous speaker testimonial. It is your 'Speaker Shop Window To The World' an exciting event for you each and every time. Here are some questions you need to ask to iron out the possibility for problems and take real advantage of this amazing of opportunity.

1. What is the purpose of the event?
2. Who will be attending?
3. What is the date and time that I am speaking?
4. Where is the event being held? Location?
5. What is the contact number for the organiser (In case there is a problem on the day)
6. How soon do you need the title of my talk and a brief outline of what I will cover?
7. Will there be AV equipment available? Projector & screen, pc etc?
8. Will, I be using a microphone?
9. Is there a stage/platform for the speakers?
10. Will there be someone to introduce me?
11. How long am I expected to speak for?
12. Does the length of time available for my talk include time for questions or is there a further allowance of time for questions from the audience?
13. What are the other topics being spoken about at this event?
14. If there are other speakers participating, who are they?
15. Are you going to send out a newsletter before and after the event?
16. What social media is being used to promote the event?
17. Are there any hash tags I need to be aware of to promote the event on Social Media?
18. Is it OK for me to publicise the event through my newsletter/blog/website & business FB page/Twitter/Instagram etc?
19. Will a photographer or videographer be present?
20. Is there a charge for entry for audience members?
21. Is it possible to sell my programme/books to those attending?
22. If there is no selling allowed from the stage may I ask those interested to sign up for my FREE eBook/ Discovery call etc

You may need to ask a few of these questions and the questions you ask will be different with each event. Better to ask the questions and know exactly what to expect as so often the unexpected can happen and throw us off track, things completely out of our control. Asking these questions will convey a professional approach from you to the event organiser. Happy Speaking!