

ELEMENTS IN LETTERS TO SPEAKERS

1. Our thanks for your commitment to speak on _____
about _____
2. Enclosed is a list of visual aids available. Please describe what you need.
3. Our auditorium holds an audience between 150 – 250.
4. Ask if the speaker wishes to distribute materials or offer their books for sale.
5. Lunch: Speakers at all programs may be invited to lunch. Get a definitive yes or no. Make the reservations three weeks in advance. Call the President’s table arranger.
6. Time frame: Speakers have 45 minutes to speak and 15 minutes for audience questions.
(Time frames are: 9:30-10:30, 10:45-11:45, 1:15-2:15)
7. Map and route to the Gale Mansion will be sent to the speaker. (Find maps and routes in the mailbox/supply closet in the office.
8. Parking for speakers: Park in the circular driveway on Stevens Ave. (One way going north) pulling up as far as possible. Enter via the front door.
9. I am your contact person _____.

Phone number _____ E-mail _____
The AAUW office phone is 612-870-1661.