

District 81 Speakers Bureau: Standard Operating Procedure (SOP)

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Introduction:

Are you interested in becoming a member of the District 81 Speakers Bureau? Our bureau was established in 2020, and it's a community of enthusiastic and accomplished Toastmasters who aspire to take their speaking skills to new heights beyond the Toastmasters' platform. Here's how you can become a part of this dynamic group and enjoy numerous benefits:

Awareness:

The District 81 Speakers Bureau offers opportunities for Toastmasters to expand their horizons and reach a larger, more diverse audience. Our bureau is committed to advancing your speaking career and providing a platform for you to inspire, inform, and entertain.

Initial Assessment and Onboarding:

We have three levels of membership within our Speakers Bureau:

- **Professional Speaker:**

- For those already getting paid to speak or aspiring to become Toastmaster Accredited Speakers.
- Extensive training on how to secure speaking engagements and much more.
- Assistance in achieving the coveted Toastmaster Accredited Speaker title.
- *Qualifications:*
- Completion of at least the first 81 levels of any Path.
- Active membership in good standing.
- Presentation in front of the bureau members for 20 minutes with no notes.
- **Experienced Speaker:**
 - For members who speak for free or as a gift-in-kind at various civic, public, or private events.
 - Training and support for securing speaking opportunities.
 - *Qualifications:*
 - Completion of at least the first 81 levels of any Path.
 - Active membership in good standing.
 - Presentation in front of members for 10 minutes with no notes.
- **Emerging Speaker:**
 - Ideal for those who wish to learn how to get on stages and improve presentation skills.
 - Offers training and mentorship opportunities.
 - *Qualifications:*
 - Completion of any level of any Path.
 - Active membership in good standing.
 - Presentation in front of members for 5 minutes explaining your desire to join and what you hope to gain.
 - Attend presentations outside of Toastmasters to gain knowledge.

Education and Marketing:

As a member, you'll benefit from:

- Regular training sessions on public speaking and presentation skills.
- Assistance with creating essential materials like one-sheets, speaker reels, and marketing collateral.
- Opportunities to practice longer presentations.

Delivering through Speaking Opportunities:

Active members will have access to numerous speaking opportunities, including monthly PQD training, TLI, conference, CGD training, outside speaking requests, the District 81 Podcast channel, and more.

Evaluation and Upgrade:

Our bureau fosters growth and development by offering:

- Continuous feedback and evaluation.
- Assistance in achieving other key recognitions, such as Toastmaster Accredited Speaker certification.

Benefits for All Members:

- Improve professional speaking skills for diverse audiences.
- Promote your profile through our website and social media.
- Receive training in videography and graphic design.
- Learn to market yourself effectively.
- Gain exposure to various business and community organizations.
- Access opportunities to present at District 81 events and training sessions.

Meetings:

We hold meetings twice a month on the second and fourth Wednesday from 6:00 PM to 8:00 PM. Regular attendance is crucial for maintaining good standing. Dress professionally and appropriately for your presentations.

Membership Guidelines:

- Complete an application and media release form.
- Provide a professional headshot and bio.
- Create short videos for social media promotion.
- Promote fellow members on social media.
- Respond promptly to speaking opportunities.
- No notes allowed when presenting your introduction presentation.

Join the District 81 Speakers Bureau and embark on a journey to enhance your speaking career, reach a wider audience, and inspire others.

[APPLY NOW!] [link](#) (To be Added)

Eligibility to Join:

- Active membership in good standing in District 81.
- Completion of Level 2 of any Path in Pathways or recognition as a professional speaker.

- Submission of a 15-20 minute speech in your area of expertise.

The Accredited Speaker Program:

Achieve the Toastmaster Accredited Speaker title by following these steps:

- Complete 25 speaking engagements, with at least 15 paid, for audiences of 20+ people.
- Record a 20 to 60-minute presentation in front of a live audience.
- Ask 5 clients from paid speaking engagements to fill out the Accredited Speaker Program Recommendation form.

Become a part of our dynamic Speakers Bureau and take your speaking career to new heights while spreading the word about Toastmasters in District 8!