



"Achieving Goals Through Shared Objectives"

PO Box 16496 Winston-Salem, NC 27115-6496 (336)794-4058 / (336)794-4025:FAX

e-mail: speakers@wcpcommunications.com and visit us online at www.wcpcommunications.com

Please mail (hard copy or email) the following information for our review:

- Biography**
- Your Introduction:** (The one you use when delivering a speech.)
- Brief program(s) description outlines** (preferably one page)
- Detailed (topics) program descriptions (one page) includes:**
 - Title(s)/topic(s): Suggested titles and topic range
 - Background: Two or three sentences, one paragraph description
 - Purpose statement: How to . . . definition
 - Designed for: What kind of audience
 - Topics covered: Menu of bullets (modules you could cover)
 - Special features: Large and small groups, length options etc.
 - Results: Statement of expectations
 - Bio: Short (one paragraph) and specific written for this program
- Honorarium:** Define your fees, services, travel requirements, and terms
- Product Descriptions:** Please include products for review
- References and Testimonials:** From clients and other speakers bureaus (where applicable)
- Photos:** Black and white 5 x 7 and/or 8 x 10 head shots (photos), color head shots and action photos (if you would like your photo to appear in color, please provide a color headshot)
- Published Work:** Copies of books you published or sold the rights to publish
- Publicity and Press Clippings:** Copies of articles you have authored, had published, and interviews
- Live Demo Samples:** Professionally produced DVD (Recent within 12 months) video of speech before a live audience (media interview clips are not sufficient)

List of Instructions: Clearly define the best group(s) we should attempt to book you for, and the list of group(s) you prefer we do not suggest or propose.

Current Speaking Schedule

Note: All information must be speaker bureau friendly. If it's not bureau friendly, it will not be reviewed. We appreciate when you imprint our contact information (see below) on your material.

Thank you in advance for sending this information. We review speaker's material every month. After we have reviewed your material, we will contact you. If you are particularly interested in the Women's Forum, please note that on this form. Visit us online at www.wcpcommunications.com and click on the link to Speakers Bureau.

We appreciate your interest in
WCP Speakers Bureau®
and look forward to the possibility of working with you!