

# TSO BUREAU OF SPEAKERS

Texas State Organization – The Delta Kappa Gamma Society International

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The TSO Bureau of Speakers has been established for the purpose of assisting chapters in choosing outstanding presenters for their meetings. Within Texas we are fortunate to have many qualified and outstanding members willing to share their expertise in many diverse areas. Thank you for your interest.

## **TSO Bureau of Speakers**

1. Outstanding Texas women presenters will be recognized through the state web site.
2. Chapters can access information on successful programs and outstanding presenters.
3. The TSO Bureau of Speakers will showcase the finest Teacher/Educators Texas has to offer.
4. Our state Headquarters Fund will increase. Contributions/honorariums resulting from the presentations of the TSO Bureau of Speakers will be made to the headquarters fund since building the Headquarters Fund balance is currently a top priority for the state organization.

## **Steps in Becoming a State Recognized Speaker**

1. Submit an application form to the TSO Bureau of Speakers. Contact information below.
2. If accepted, return to the TSO Bureau of Speakers the presenter agreement form which will be with the acceptance letter along with a high quality photo (head and shoulders).
3. Contact information is then posted to the state web site.

## **Speaking Engagements**

1. Persons wishing to invite a speaker will contact the speaker directly using information posted on the state web site.
2. Any necessary arrangements will be made between the speaker and the chapter.
3. The presenter will provide a survey for the chapter to complete and return to the speaker's bureau after the event.

## **Chapter Responsibilities**

1. The chapter representative is to contact the chosen speaker well in advance of the desired date for the presentation.
2. The chapter representative then initiates plans in coordination with the speaker for the following:
  - Personal biographical information which can be used for advance local publicity
  - Needed audio-visual equipment
  - Any other identified needs
3. As soon as possible, the chapter should create a buzz in local newspapers concerning the upcoming presentation. Invite non-members to your meeting to hear the speaker. This will allow others to experience an outstanding Delta Kappa Gamma program.
4. At the end of the presentation, the chapter representative will present the speaker an honorarium for the state Headquarters Fund.
5. The chapter representative will complete and mail the program survey to the TSO Bureau of Speakers.

**For additional information, contact Katherine Reid, 106 Ravenhead Dr., Houston, TX 77034, [klreid2@comcast.net](mailto:klreid2@comcast.net)**