

MASTER GARDENERS SPEAKERS BUREAU SCHEDULING

The Speakers Bureau receives many requests throughout the year. Average number is 45 per year. Requests come from garden clubs, libraries, special interest groups, hospitals, businesses, nonprofit organizations, schools, etc.

Requests come as phone calls or emails and the Speakers Bureau Chairman (SBC) follows these steps.

1. Engage in an email or phone conversation, usually both, about the request.
2. Learn of a first and second topic choice.
3. Get important information for the Request Form—especially date and time at first.
4. Contact a speaker for the first choice and learn of availability. If not available, contact the second speaker for that topic, if there is one. If no one available for the first topic go on to the second topic.
5. Contact the requestor again to get more information: how many people in the group, equipment available already or what equipment the speaker must bring, address of the presentation.
6. SBC then completes the form and attaches it to an email sent to the requestor and the speaker.
7. SBC sends a reminder email and the same attachment two weeks prior to the scheduled date.
8. A donation is suggested by the SBC based on the number of expected attendees.
9. The check is sent by the requesting group to the MGCC Treasurer. Speakers do not take the check and then get to the treasurer.
10. If the engagement is outside Cuyahoga County, the suggested donation is \$75.00, and the speaker is reimbursed for mileage.
11. Speakers always take MGCC information cards for the host members.
12. As required by OSU, speakers will distribute and collect the AA/EEO questionnaire.
13. Speakers will tally the questionnaire responses and send the tally information to the Volunteer Coordinator.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu.