



Women of Waco Program Presentation Guidelines

Thank you for agreeing to present a program at our monthly meeting. Our diverse membership has a wealth of information and we are excited that you have chosen to share yours.

- **20 minutes total.** Someone will be timing and let you know when you have 5 minutes remaining.
- **Interaction encouraged.** We prefer programs where members have a few minutes to engage with one another at the tables. Please contact Jennifer Snyder if you need ideas.
- **Questions and Answers.** Q&A can be included in your 20 minutes or saved for the end of the meeting. We will call you to the front after Door Prizes and encourage members to meet with you after the meeting. Please plan your schedule to stay until 1:30.
- **Expertise.** While your profession or business makes you an expert in the field which you are presenting, the program is not a commercial. Please do not use your program as a commercial for your business or that of someone else. Please contact Jennifer Snyder if you are unsure.
- **Marketing.** Your name and business name will be included in all Women of Waco advertising for the meeting. Please have the title of your Program to Jennifer Snyder no less than a week in advance.
- **Relational.** Women of Waco is about building relationships. Presenting the Program is a privilege of membership and we therefore ask that members presenting programs attend at least 50% of the meetings within the past year.
- **Cost.** There is no charge for presenting a program.
- **Handouts.** Please plan for 50 members in attendance when providing handouts.
- **Bio.** Please provide a short bio to Jennifer Snyder no later than the day before the meeting for your introduction.

Again, thank you for agreeing to present a Program for Women of Waco. We are so blessed to have such a knowledgeable group of women and look forward to hearing what you have to share.

Please contact Jennifer Snyder with any concerns, questions, or input. 254-715-3888 or jennifer@neatasapin.net