



Speakers Bureau Tip Sheet

The following provides tips and ideas to consider when volunteering for your Master Gardener/Naturalist Speakers Bureau. Please follow your local Extension Unit's Speakers Bureau Guidelines.

Speakers Bureau Request Plan

Step 1. Receiving and processing the request

- The local Speakers Bureau (SB) Manager receives the request. Many Units use an online request form.
- SB Manager reviews the request details and contacts possible speakers.
- Once filled, SB Manager sends requester a confirmation with necessary information about the request and speaker (who, what, where, when)
- As appropriate, SB Manager (or other staff) will post the event in Unit calendars.
- As appropriate, discuss the program fee. Some Extension Units have no fee, while others encourage donations. Consider charging a material fee for hands-on programs, such as hypertufa or fairy gardens workshops. Be sure to turn all fees/donations into the local Extension office.

Step 2. Preparing the presentation (Prior to your class)

- Speaker will contact requester to confirm items not clear in request form: i.e. room set-up, handouts, number expected, etc.
- Review topic materials and determine delivery method.
 - Extension Educator produced materials. Pre-prepared presentation materials (see listing in Appendix 1) are available from your local Extension Office's MG Coordinator. Programs are generally 20-50 minutes long, and can be adapted to meet specific needs. Materials available may include a
 - Teaching Guide
 - PowerPoint
 - Script
 - Handouts
 - General handout (if available)
 - 3 per page of all PowerPoint slides
 - 6 per page of all PowerPoint slides
 - Instructional webinar from program developer demonstrating how they present the program and tips for making changes. (YouTube)
 - Volunteer-produced materials. Some Units encouraged volunteers to write programs. The Extension office can provide Extension templates and logos for use when developing new programs. Other helpful resources available include a webinar on "Creating a PowerPoint" and copy-rights and copy-wrongs information. Be sure to have your program reviewed by an Extension Educator.
- Have local office print handouts and evaluation forms, allow three days.

- Contact Extension office to reserve presentation equipment and room, if needed. If using Extension office after hours, make arrangements for keys. Some Units require an equipment sign-out form.
- If request was made more than 2 weeks prior to presentation, call to confirm three days prior.

Step 3. Give the presentation (Day of your class)

- Refer to the PowerPoint, script, and teaching guide, if needed.
- As appropriate, promote your local Master Gardener/Naturalist program and upcoming events, using handouts and bookmarks.
- Take pictures (remember photo releases)
- Upon completing presentation have participants fill out the Participant Survey/Evaluation.
- Other forms available for use at each event include a Civil Rights sign-in sheet & photo release, post-program survey/evaluation and post-program information form. An incident report is available (upon request) in the event that an accident occurs while you are serving as a University of Illinois Extension Master Gardener volunteer.

Step 4. Follow-up

- Aggregate the participant Survey/Evaluations and enter into Qualtrics survey: go.illinois.edu/SBEvalReporting
- Fill out the Post-Program Survey-Evaluation Form to provide feedback about your presentation, what worked, and what materials needs improvement. Please return.
- Return materials, equipment and all completed forms to local office.
- Give any monetary donation to local Extension office for processing. Arrange for reimbursement of any supplies you purchased for a fee-based hands-on presentation according to local fiscal guidelines.

Step 5. Closure

- Speaker sends SB Manager confirmation that the presentation was completed.
- Report hours and contact numbers (how many you reached) in online reporting system.
- The SB Manager (or designate) might send a thank you to the requesting agency/organization and ask for additional follow-up comments.
- Documentation placed in Unit's Speaker's Bureau files.

Appendix 1: Extension Educator Produced Presentations Currently Available

Each topic includes a PowerPoint, script, handouts, speakers guide, and link to a taped instructional webinar. Available from your local Master Gardener Coordinator.

1. Seasonal Care for the Home Landscape – Winter & Spring
2. Seasonal Care for the Home Landscape – Summer & Fall
3. Creating a Shady Garden Respite
4. Energy Efficient Landscaping
5. Late Summer & Fall Colors in the Garden
6. Tea Gardens
7. Container Gardens
8. Designing a Flower Bed with Seasonal Interest
9. Easy Care Native Plants
10. Edible Landscapes
11. Herb Gardening
12. Naughty, Nasty, and Simply Annoying Plants
13. Indoor Edibles

14. Houseplant Propagation
15. The Meaning of Flowers (Floriography)
16. Hydroponics for Food Production
17. Vegetable Gardening in Raised Beds and Containers
18. Native Pollinators
19. Grow Your Own Backyard Tree Fruit
20. Beneficial Insects: Garden Warriors
21. Fruit Tree Grafting
22. How to Kill Your Tree: A guide of what NOT to do
23. Living with Japanese Beetles
24. Carnivorous Plants
25. Tree health Assessment
26. Growing Cacti and Succulents
27. Fall Garden Cleanup
28. Bulbs- Basics, Myths, and Truths

Appendix 2. General Documents (for possible use with any program)

Available from your local Master Gardener Coordinator.

- Attendance Sign-in Sheets (includes civil rights demographic info and photo release)
- Evaluations Forms – give all completed forms to your local MG Coordinator
 - Post-Program Survey/Evaluation to give to program participants at the end of a presentation.
 - Post-Program Information Form to be completed by the presenter after a presentation.
- Equipment Resources
 - The following equipment is available from some most Extension offices. Be sure to make proper arrangements prior to event.
 - Laptop computer
 - Projector
 - Projection screen
 - Sound system
 - Mondopad – reserve ahead of event with Mondo-Steward in local office. Arrange for help using it the day of your event.
 - Equipment check out form - to use when taking equipment from some Extension offices.
- Other materials you might need
 - Photo release form
 - Incident/Accident Report form
 - Local mailing-list sign-up form/card
 - Master Gardener “business card”
 - University of Illinois Extension website bookmarks
 - Hort Corner Newsletters and other publications, as available

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