



# SPEAKING ENGAGEMENT RESOURCES

## How to Find Venues for Speaking Engagements

- Email your list or garden-related friends and let them know you are available for SFG-related speaking engagements and workshops
- Connect with local home improvement or flower and garden shows to present at or have a physical booth
- Create professional-looking social media posts to let your friends and followers know you are available for presentations
- Email or visit in person, possible venues like libraries, schools, garden centers, and houses of worship
- Hold a workshop in your own SFG

## Questions for the Venue

- Will my presentation be recorded?
- Do you have a projector or will I need to bring my own?
- Do you need my presentation on a thumb drive or do I need to bring my own computer?
- Does your projector have a VGA cable for my Mac laptop or do I need to bring my own?  
*(Note: If you bring your presentation on a Mac laptop and neither you or the venue has a VGA cable, your laptop will not connect with the projector.)*
- Do you provide a screen?
- Can I sell books after my presentation?
- Do you have a table that can be set up for book sales?
- Is it handicapped accessible?

## Tips

- ✓ Have a contract for your events, particularly if they are paid events. Contact a lawyer or use a service like [www.rocketlawyer.com](http://www.rocketlawyer.com) for templates, advice, and legal questions.
- ✓ To print contracts, handouts, or any other paperwork, take a physical copy of your form or a digital copy on a thumb drive to an office supply store like [Fedex office](http://Fedex.com) (FedEx.com), or place an online order by going to their [website](#).
- ✓ If the venue does not have a projector for your PowerPoint presentation, rent one from a local audio visual rental company or invest in your own personal projector.
- ✓ Use an app like [iScanner](https://apps.apple.com/us/app/iscanner-pdf-scanner-app/id1035331258) <https://apps.apple.com/us/app/iscanner-pdf-scanner-app/id1035331258> to scan, sign, share, and save paperwork on your mobile device.

