



Kirby Lammers Inspirtainment

Climbing The Highest Obstacles To Reach Peak Performance

HERE IS WHAT I WILL DO WHEN I SPEAK FOR YOU

“My Service Commitment” by Kirby Lammers

IN PREPARATION, I WILL:

- ❖ Be available to discuss plans for my speech.
- ❖ Know what your organization does and why it does it.
- ❖ Know why I am there and have a specific plan to accomplish your goals for my presentation.
- ❖ Know the theme of your meeting and relate my presentation to it.
- ❖ Know why your people would want to hear what I have to say on this topic.
- ❖ Coordinate with other speakers or the speaker’s bureau to assure your goals are met.
- ❖ Notify you in advance of my travel itinerary.

ON-SITE, I WILL:

- ❖ Notify you when I arrive on site and contact you immediately should any serious delays occur.
- ❖ Be accessible to you from the time I arrive until I leave.
- ❖ **Tell you the truth 100% of the time.**
- ❖ Retire early the night before my speech.
- ❖ Be reasonable and considerate in my use of room charges and incidental expenses.
- ❖ Be in the meeting room for a sound check at least one hour before I speak.

- ❖ Coordinate with the set-up crew and other presenters to make sure my needs fit your overall needs.
- ❖ Stay out of the way until it is my turn to speak.
- ❖ Study your audience and the other speakers to align my message with them.
- ❖ Be dressed appropriately, always one-step more formal or business-like than the audience.
- ❖ Provide an easy, brief introduction and be available to coach my introducer.
- ❖ Make suggestions to the crew as to how to maximize audience impact through creative use of lights, sound or staging.
- ❖ Be in the room, seated and visible to you even before my introduction begins.

DURING MY PRESENTATION, I WILL:

- ❖ Walk on stage cheerfully and open my speech with energy and purpose.
- ❖ Never use off-color language or material.
- ❖ Interact constantly with the audience and involve them through questions, a show of hands, eye contact and exercises as appropriate.
- ❖ Present well-researched, profound information.
- ❖ Use stories and humor liberally.
- ❖ Use appropriate slides and audio clips or video clips to enhance the look, feel and impact of my speech.
- ❖ React maturely, good-naturedly and flexibly to any problems that arise.
- ❖ This includes: audio-visuals, lights, sounds, emergencies, etc.
- ❖ Never be rude to an audience member.
- ❖ Allow for questions and comments from the audience during my presentation if applicable.
- ❖ Summarize my points and give ways to remember my key points.
- ❖ Relate my points to your organization and people.

- ❖ Never abuse my assignment by turning my speech into a sales pitch.
- ❖ Only offer my books and products if approved or requested in advance.
- ❖ Stick to my time frame and adjust if needed.

AFTER MY PRESENTATION, I WILL:

- ❖ Stay around after my speech briefly to answer questions or hear comments.
- ❖ Check out and depart with minimal effort to you.
- ❖ Itemize my expenses and bill you promptly after the speech.
- ❖ Provide receipts as needed.
- ❖ Promptly fill any orders for my products.
- ❖ Send a copy of my power point slides for you to distribute to each audience member as a follow-up, if desired.
- ❖ Discuss with you strategies to continue the impact of my message during follow-up.
- ❖ Never disclose any sensitive information about your organization.
- ❖ Be willing to accept personal phone calls to follow up on the speech from individual audience members or executives.

IN SUMMARY:

- ❖ I will deliver an exceptionally good presentation in a highly professional manner.

Kirby Lammers

Kirby Lammers Inspirtainment

WWW.KIRBYLAMMERS.COM