



Shropshire

Federation of Women's Institutes

SPEAKERS FOR WIs

Thank you for your enquiry about your name being added to our list of speakers. A form is attached for you to complete and return.

We have just adopted a new system of selecting speakers. From the completed forms we receive, we will select those to go to the next round of an auditions day attended by WI members and those which gain approval will go onto our list of approved speakers.

As you can imagine, we have a lot of approaches from people wanting to go on our list, many on the same subject and our WIs want to be sure the speaker they are booking will please their members, especially as speakers' fees are a major expenditure for our WIs. This system of auditions has worked very successfully in other federations for a number of years.

We will send you an invitation to the next auditions if your application is chosen. However, if not, we will not be in touch. We hope you understand - we do not wish to be rude but must keep administrative costs to an absolute minimum.

Yours sincerely

Jan Morgan

Jan Morgan (Ms)
Federation Secretary

9 Park Plaza, Battlefield Enterprise Park, Shrewsbury, Shropshire SY1 3AF
Tel: 01743 461646 email: enquiries@wi-shropshire.co.uk

Incorporated in England and Wales as a company limited by guarantee - No 2996091
Charity Registration No 1042705 VAT No 161 0245 11

PLEASE NOTE THE FOLLOWING:-

- We plan to have auditions twice a year.
- If you wish to sell copies of a book or any other items at a meeting, this will have to be put on the sales table and a commission of 10% will be charged and you must agree this with the WI when the booking is made.
- Demonstrators cannot use their finished article as an item in a raffle for which the demonstrator takes the proceeds (even though this may be for charity). If you wish to put the item in the WI's own raffle, you may and you can reflect this expense in your agreed fee/expenses. Again, arrange this at the time of booking.
- If your talk has any professional or medical input, you must be sure that the information offered is correct and up to date.
- There is a limit on the length of entry for any speaker. No more than five titles of talks will be used. Use phrases such as 'full list on application' or 'more available'.
- We feel that travel expenses should reflect fuel costs rather than general running of car costs.
- Please bear in mind that the AVERAGE size of a WI in Shropshire is 26 members therefore many cannot afford high fees for speakers
- Cookery demonstrators must have an up to date food hygiene certificate if prepared food is to be tasted by members of the audience,
- We would like to stress that WIs print their year's programme at the beginning of the year so arrangements are made in advance. It is very important that once you have agreed to speak that you honour that agreement.
- We may exclude people offering talks which are already covered in our lists, or which appear to be a business opportunity for the speaker.



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APPLICATION TO BE A WI SPEAKER

Name

Address

..... Postcode

Tel number email

Subject(s)

.....

.....

Services limited to certain days or times of day:

.....

Limited to certain districts:

.....

Fee:

Travel expenses (it is recommended this is geared to fuel costs)

Equipment needed/provided:

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Other requirements:

Have you any WI engagements already booked? If so, where and when:

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Any other comments:

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