

**St. Cloud Area Chamber of Commerce
Lunchtime Learning Speaker Form**

INSTRUCTIONS

- Please complete each question in full.
- Please feel free to attach support materials

Name _____

Last

First

MI

Company Name _____ Occupation _____

Business Address _____ Business Phone _____

Fax Number _____

City

State

Zip

E-Mail Address

Lunchtime Learning Topic and Session Title:

Why do you feel the above topics are important to St. Cloud Area Chamber members?

Who is your target audience (who will especially benefit from attending this class/topic)?

45 Minute Presentation Outline:

What 3 key points will your audience take away with them? (Please bullet point these. Attendees need to be able to quickly see and understand a few specific takeaways from your presentation. Feel free to use additional paper to write these points out.)

- 1 -
- 2 -
- 3 -

Does your presentation(s) include handouts for the audience?

Yes No

What important points should be captured in marketing and promotional materials to help us effectively market your session to attendees?

What specific skills/knowledge will the participants walk away with if different from above?

Additional items needed for promotion of this class:

1. Please attach your company logo with this document.

2. Please send in a 2-4 sentence biography that can be used to describe you as a presenter.

a.

Recommendations:

Please list 2 people who are knowledgeable about your presentation performance

Name _____ Phone _____

Relationship _____ Address _____

Name _____ Phone _____

Relationship _____ Address _____

Please return to:

St. Cloud Area Chamber of Commerce

Attn: Kelti or

PO Box 487

St. Cloud, MN 56302-0487

Fax to:

251-0081

Attn: Kelti Lorence

Email: klorence@StCloudAreaChamber.com

As a class speaker, your benefits:

- Company logo on online calendar of events
- Company logo on all social media promotions
- Logo on TV slide in Chamber office
- Company announced in all verbal promotions
- Opportunity to join Chamber staff on their 'Chamber Spotlight' WJON radio event promotion segment
- Free lunch at the class you present at
- You are welcome to bring swag items to hand out to all the attendees