



GREATER GREENWOOD

CHAMBER OF COMMERCE

Request for Proposal: Trendsetter Luncheon Speaker

About the Greater Greenwood Chamber of Commerce

Incorporated in 1954 as a private, not-for-profit membership organization, the Greater Greenwood Chamber of Commerce is one of Central Indiana's premier business membership associations. Our growing membership represents small organizations, big corporations, and self employed individuals doing business in Greenwood, Center Grove, southern Indianapolis, Whiteland, and the surrounding communities. Approximately 65% of our members are small businesses with 25 or fewer employees. The Chamber is governed by a volunteer board of directors.

Mission Statement: The Greater Greenwood Chamber of Commerce provides members networking, education, and promotional opportunities. We are dedicated to members' success and encourage participation in Chamber programs and events.

A majority of our speaking opportunities occur during our monthly Trendsetter Luncheons. The location rotates around different Chamber restaurants and catering halls. The first 30-40 minutes is devoted to networking and announcements. The presentation fills the next 45 minutes followed by the closing.

Scope

The GGCC is issuing this Request for qualified and experienced speakers for our Trendsetter Luncheons scheduled monthly on Tuesdays, from 11:30 a.m. to 1 p.m. Our speakers are not compensated but will have an opportunity to seek leads from the audience. Approximately 80 to 110 members attend each luncheon. The speaker's name, company and topic will be promoted on our event website and included in member emails. Presentation should last approximately 45 minutes.

PRESENTER GUIDELINES

- The Chamber cannot pay speaking fees but will gladly buy your meal and up to one assistant/co-presenter/guest's meal if a meal is served.
- Presenters should choose topics that fit their area of expertise and that they have experience in presenting.
- Trendsetter Luncheon presentations are to be conducted in 45 minutes or less **including** Q&A.
- The Chamber will try to accommodate special equipment and room set-up requests but cannot make any guarantees; the presenter will be notified in advance if requests cannot be fulfilled.
- Presenters are not allowed to use this time as a commercial for your business or service; your level of expertise, professionalism, and the quality of the information you provide should speak for itself and create the desire to follow-up with you for individual consulting.
- Presenters are welcome to provide attendees with a flyer or brochure on your business and/or a biography with your contact information.
- The Chamber will gladly introduce you using a biography or introduction you provide.



GREATER GREENWOOD CHAMBER OF COMMERCE

Proposal Terms

- The Trendsetter Task Force will review all Requests for Proposals and evaluate and select speakers based on relevancy of topic, presentation, experience and references.
- Requests for Proposal are welcome from Greater Greenwood members and non-members.
- The Chamber's decision is final and will be made no later than May 1, 2011.
- Speakers selected may be slotted for 2012 due to limited availability in 2011.
- All Requests for Proposals are due by April 20, 2011 to be considered.

Name _____ Title _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____

A. About Your Presentation

1. Please provide an example of your presentation. You may submit a Power Point presentation if applicable. Examples may be attached to this form. All materials provided will be solely used by the committee to select presenters.
2. Does your presentation require any other special equipment or electrical needs? If so, please explain. _____

3. What practical handouts/worksheets/workbooks/guides and/or useful tools will you distribute, free of charge, to attendees at your presentation (NOT including a print-out of your PowerPoint presentation)? _____

B. Qualifications

4. Please explain why you would like to present at a Greater Greenwood Chamber Trendsetter Luncheon?

5. Please give names of Greater Greenwood Chamber members that have attended a presentation that you have conducted. _____

6. Please list three references and contact information for past speaking engagements in the past three years.

a. _____

b. _____

c. _____

C. Please Mail, Fax, or Email Your Completed Application By April 20, 2011 To:

**Attn: Karen McCoy, Events & Operations Manager
Greater Greenwood Chamber of Commerce
65 Airport Parkway, Suite 140
Greenwood, IN, 46143
Phone: (317) 888-4856
Fax: (317) 865-2609**

Email: Karen@Greenwood-Chamber.com If you have any questions or concerns, please contact Karen McCoy at Karen@Greenwood-Chamber.com or call at (317) 888-4856 x3.