



LEEdership LEGACY SERIES™

**“Build for the Future: Succession
Planning, Transition Files, and
Sample Forms”**

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The 1st District Director for District 103 Toastmasters

An informational, leadership resource for use by club leaders,
Area Directors, Division Directors, and District TRIO members



LEADERSHIP LEGACY SERIES – “Build for the Future: Succession Planning, Transition Files, and Leadership”

OVERVIEW

Greetings Dynamic Leaders of Toastmasters!

Let me ask you a question:

Have you started your succession planning yet?

How about this one?

Do you know who will transition into your leadership role when your term ends on June 30?

Okay, one more:

Are there any viable candidates who could serve as your successor?

Now is the perfect time to think about, ask, and answer these questions.

Toastmasters International recommends clubs appoint a Nominating Committee at least **two weeks before club elections**. The club Nominating Committee is charged with seeking new club leaders from their current paid membership. Clubs are expected to elect new club leaders at the first club meeting in May.

Districts, on the other hand, are asked to appoint a Nominating Committee Chair – also known as the District Leadership Committee (DLC) Chair – by **October 1**. The District Leadership Committee is asked to seek candidates for district leadership roles by **November 30**. The District Leadership Committee is charged with seeking new district officers from its paid membership. Districts are expected to elect new district leaders at the annual business council meeting during the Annual Conference (formerly known as the Spring Conference) in April/May.

These processes allow both clubs and districts to plan for and perform succession planning.

WHAT IS SUCCESSION PLANNING?

Let me say this, Toastmasters International does not officially use the term “succession planning.” If you were to check the *Club Leadership Handbook*, or even the *District Leadership Handbook*, you will not find the term “succession planning.”

What you will find in both handbooks, however, are details on elections; the election process; and advice to find the best candidates with leadership potential. The handbooks recommend you encourage candidates to serve as club and/or district leaders.

From my corporate business experience and 21-year involvement in Toastmasters, I came to realize these details were the essence of “succession planning.”

Succession planning is an ongoing process for identifying and developing new leaders who can replace old leaders when they leave a leadership role.

In the business world, succession planning is a necessity. It helps companies to run smoothly when employees get promoted, resign, retire, are fired, get sick, or die.

Succession planning prepares businesses to identify and train high-potential employees for advancement into key roles. It ensures companies are prepared for and moves forward into the future.

Furthermore, succession planning helps companies to capture and preserve key information that cannot easily be replaced, such as:

- Working relationships;
- Experience;
- Knowledge;
- Skills; and
- Ideas.

Brad Lomenick, a leadership consultant, speaker and author, says, “Every leader at every level in every organization is responsible for succession planning... Meaning, “How am I replacing myself when I step out of this role?”

That’s a great question, isn’t it?

Have you thought about who will replace you when you step out of your club/district leadership role?

Michelle Mikesell Quote

“Succession planning is an ongoing process.”

Keep in mind, **the club year will end on June 30**. However, your successor will need to be elected or appointed soon. Depending on which level you're at, your successor will need to be:

- ELECTED for club leadership positions no later than your first club meeting in MAY.
- APPOINTED for Area Director positions no later than the JUNE District Executive Council (DEC) meeting.
- ELECTED for Division Director positions at the District's annual business council meeting during the Annual Conference in April/May.

Are you ready to meet these succession dates?



When I served as South Division Governor in 2014-2015 for District 30 and District Director in 2017-2018 for District 103, I frequently reminded my teams to seek their successor and keep a transition file.

I'm proud of my both of my teams. Many of my division and district team members found their successor, kept a transition file, and passed a transition file onto their successor.

However, I observed that some of my district leaders scrambled to find their successor. In addition, I noticed when some of my district leaders found their successor, they did not have a transition file to pass onto their successor.

This observation became a concern for me.

That's why I have taken the time to thoughtfully craft this special report. It gives me a chance to provide indirect training to club and district leaders on a process that is essential to the vitality of our clubs and districts.

This special report will provide a systematic look at finding a successor; keeping a transition file; and using sample forms to create your transition file.

Curious about what's inside this report?

Let the reading begin!

PLANNING FOR YOUR SUCCESSION

In Toastmasters, succession planning happens every 6-12 months for the leadership roles of:

CLUB LEVEL	DISTRICT LEVEL
President	District Director
Vice President Education	Program Quality Director
Vice President Membership	Club Growth Director
Vice President Public Relations	Public Relations Manager
Secretary	Administration Manager
Treasurer	Finance Manager
Sergeant-at-Arms	Logistics Manager
	Division Director
	Area Director

In my opinion, as a club or district leader, you can start planning for your succession as soon as you get into your leadership role.

Realistically, you can begin succession planning three months after your term starts. Most likely, you will begin your succession planning six months after your term starts.

That means, by January 1, you can have an idea of who your successor will be prior to the forming of your club's (or even district's) Nominating Committee.

In the early years of my Toastmasters membership, I remember a very specific timeline I used to obtain new leadership for my corporate and community clubs. It's a timeline I still follow in managing my home club the Wrightwood-Ashburn Overcomers (WAO) Toastmasters club #771880. It is also a timeline I recommended to my division and district leadership teams and members.

Here is the timeline which includes recommended tips from me and Toastmasters International for finding leaders for your club:

March	<ul style="list-style-type: none"> • Form your club's Nominating Committee • Have your Immediate Past Club President serve as Chair for your club's Nominating Committee
March/April	<ul style="list-style-type: none"> • Select two club members to serve on your club's Nominating Committee with your Immediate Past Club President • Ask Nominating Committee to contact your active paid members to see who is interested in serving as a club leader • Make an announcement at club meeting seeking interested candidates for club leader positions • Provide candidates with duties and responsibilities details from the <i>Club Leadership Handbook</i> on club leader position of their interest

April	<ul style="list-style-type: none"> Announce slate of candidates for club office at first club meeting in April Encourage candidates to continue to research role of their interest
May	<ul style="list-style-type: none"> Elect new club leaders at your first club meeting in May Submit names of your new club leaders to Toastmasters International via the online “Club Officer Assignment” tab in the Club Administration section of Club Central. Be sure to log-in at http://www.toastmasters.org to access Club Central
May/June	<ul style="list-style-type: none"> Host a “Club Officer Transition Meeting” to facilitate the exchange of club leader transition files; Q & A between current and new club leaders; and creation of the <i>Club Success Plan</i> for the new club year
June 30	<ul style="list-style-type: none"> End of term for current club leaders
June/July	<ul style="list-style-type: none"> Install new club leaders Give new club leaders their club leader lapel pin (item #5801Z) Order club leader lapel pins from Toastmasters International
July 1	<ul style="list-style-type: none"> Start of term for newly-elected club leaders

The *District Leadership Handbook* recommends the following timeline for finding and electing district leaders:

POLICY AND PROTOCOL

Protocol 9.0: District Campaigns and Elections, 1. Schedule

DATE	ACTION
October 1	District Director appoints District Leadership Committee (DLC) Chair.
November 1	DLC members are recommended by the DLC chair and approved by the District Director.
No later than November 30	Call for candidate declarations.
December 15	Deadline for candidates to declare intent to run.
March 15 – June 1	District council annual meetings occur (actual dates set by each district).
Six weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four weeks prior to the election date	DLC publishes nominations on District website. Floor candidates may declare their intent to run after the DLC results have been announced.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

FINDING YOUR SUCCESSOR

The real key to succession planning is having an idea of viable candidates who can serve in your club or district leadership role when your term ends.

At the club level, you want to seek viable candidates from your active and paid club members. Use club meetings, club contests, membership drives, open houses, special club meetings, and out-of-club events to discover viable club leader successors.

Ask yourself questions, such as:

- “Who is eager for opportunities to grow and develop as a leader?”
- “Which members have expressed interest in serving as a club leader?”
- “Are there any club members willing to come out of their comfort zone to serve as a club leader?”
- “Are there any club members who have served as a club leader in the past who are willing to serve as a club leader again?”
- “Which active, paid club members have never served as club leader and are capable and willing to hold a club leader role?”

Consider your active, paid members who are:

- Seasoned (*in the club the longest time*);
- New (*in the club the shortest time*);
- Mentors (*members who are supporting, encouraging, and motivating fellow club members*);
- Mentees (*members you are personally supporting, encouraging, and motivating*);
- Go-getters (*members achieving educational awards and/or leadership experiences*);
- Knowledgeable (*members who share wisdom, insight, and facts on TI with fellow members*);
- People-oriented (*members who get along well with and cares about fellow members*).

At the district level, you want to seek viable candidates from your paid district members. You want to find viable candidates from your active clubs. You also want to find supportive members of your area, division, and/or district. Use Area Director club visits, area/division speech contests, division/district club officer trainings, area/division council meetings, DEC meetings, annual conferences, and area/division/district special meetings and events to discover viable district leader successors.

You can ask yourself many of the same questions you would at the club level. However, you can also ask yourself questions such as:

- “Who do I know that wants to participate outside of their club environment?”
- “Which members have I observed participate in area, division, and/or district events?”
- “Which club members have shared great ideas with me on club visits, at club contests, and/or during district events?”
- “Are there members who have special skills, talents, and/or knowledge which could benefit the district?”
- “Which members are close to earning their ALS and/or DTM award?”

These are only a few of the questions/criteria you can use to seek and secure your club/district leader successor. Think about your club/district environment and those who are members of your club/district. Use the questions/criteria which works best for you.

PREPARING YOUR TRANSITION FILE

A transition file is a collection of information you share with your successor. The information you share are resources you used to perform your club/district leadership role.

Resources can include:

- *Club and/or District Leadership Handbook*
- *Speech Contest Rulebook*
- Speech contest checklists
- Speech contest scripts
- Area/Division speech contest agendas
- Sample e-mail/correspondence to your:
 - **Club members** (i.e. Club Leaders announcing club meetings; sample flyers for special events; dues renewal notices; club/executive committee meeting minutes; club election reminders; club newsletters; etc.);
 - **Club leaders** (i.e. Area Directors requesting time to conduct area visits; sample area council meeting invitations/agendas; area newsletters; copies of area visit reports; list of clubs in your area with contact name, phone number, and e-mail addresses; sample *Area Success Plans*; sample reports submitted at DEC meetings; etc.);
 - **District leaders** (i.e. Division Directors sharing sample *Division Success Plans*, sample notice to Area Directors requesting division team meetings; sample club officer make-up training agendas/flyers; sample division speech contest agendas/flyers; sample division council meeting invitations/agendas; sample reports submitted at DEC meetings; etc.)
- DEC meeting agendas/handouts/training materials
- Websites
- Tips and tricks which got you through stumbling blocks of your leadership role
- Any other pertinent information you think your successor would need to know

Transition file materials can be kept in file folders, binders, pocket folders, expandable files, portable file boxes, storage boxes, storage totes, flash drives, or any other organization resource which makes it easy for you to share with your successor.

CONCLUSION

What do you think?

Did you find this special report helpful?

Will it help you to secure your successor and share your transition files?

I'm glad.

I wanted you to have a more detailed perspective on succession planning and transition files. I also wanted to provide you with an action plan for carrying out the process.

Feel free to reach out to me at crlee2003@hotmail.com if you have any questions or to let me know how this resource has worked for you.

As I close out this special report, I want to remind you to visit the Toastmasters International website at <http://www.toastmasters.org>. There you will find information for performing your role which you can use for creating your transition files.

Download a copy of the:

- *Club Leadership Handbook* for duties and responsibilities of all club leadership roles at <http://www.toastmasters.org/resources/resource-library>;
- *District Leadership Handbook* for duties and responsibilities of all district leadership roles at <http://www.toastmasters.org/resources/resource-library>;
- “Governing Documents” to access *the Articles of Incorporation and Bylaws of Toastmasters International*; *District Administrative Bylaws*; *Club Constitution for Clubs of Toastmasters International*; and *TI Policy and Protocol* at <http://www.toastmasters.org/resources/governing-documents>.

In addition, visit the website of your club (e.g. <http://wao.toastmastersclubs.org>) or district (e.g. <http://www.d103tm.org>) for details on your members/leaders and other resources you may find helpful with your succession planning and/or transition files.

Finally, feel free to use the sample forms in the bonus section of this report. The forms can be used to capture the information, facts, and ideas you want to share with your successor in your transition file.

Thank you for allowing me the opportunity to share this report with you.

Much success to you with building for your future using succession planning and transition files!

BONUS INFORMATION: SAMPLE FORMS TO CREATE YOUR TRANSITION FILE

In the following pages, you will find sample forms.

The forms are resources used by me when I was a district leader, as well as, by my district leader team in 2017-2018.

The sample forms included in this report will give you an idea of the details to gather, facts to prepare, and information to share with your successor.

Feel free to tailor the ideas shared in each form to meet your needs.

Susan M. Heathfield Quote
"Successful succession planning
builds bench strength."



BONUS INFORMATION: SAMPLE FORM #1

DISTRICT 103 TOASTMASTERS SUCCESSION PLANNING FORM

INSTRUCTIONS: Complete this document with details and information to assist your successor with performing your role next Toastmasters club year.

In the last 30 days, I've learned _____

_____ about my role as:

- | | |
|---|---|
| <input type="checkbox"/> Area Director (AD) | <input type="checkbox"/> Finance Manager (FM) |
| <input type="checkbox"/> Division Director (DivD) | <input type="checkbox"/> Administration Manager (AM) |
| <input type="checkbox"/> Parliamentarian (PARL) | <input type="checkbox"/> Club Growth Director (CGD) |
| <input type="checkbox"/> Logistics Manager (LM) | <input type="checkbox"/> Program Quality Director (PQD) |
| <input type="checkbox"/> Public Relations Manager (PRM) | <input type="checkbox"/> District Director (DD) |

This is information I already knew before taking on the role OR I wished I had learned BEFORE taking on the role OR I'm glad I've learned since taking on the role.

I'm sharing this information with you because _____

You can find further details on this using the resource(s): _____

Print Name: _____ Date: _____

E-mail a copy of this completed Succession Planning Form to District Director Cassandra Lee at crlee2003@hotmail.com.

BONUS INFORMATION: SAMPLE FORM #2

EVENT SUMMARY REPORT

Name of Event _____

Person Submitting Report _____

Role for Event _____

Total Amount You Spent for Event *(even if you're not seeking reimbursement)* _____

Date of Report _____

OBJECTIVES: What was the purpose of the event? Why were you doing the event?

STRENGTHS: What went well with the event?

WEAKNESSES: What went wrong with the event?

RECOMMENDATIONS: What can be done differently next time? What should continue to be done the same next time?

COSTS TO YOU FOR THIS EVENT: Provide an itemized list of how much you spent, even if you're not seeking reimbursement.

BONUS INFORMATION: SAMPLE FORM #3

Division Director Report for _____ Division

**Submitted for the District 103 District Executive Council (DEC) Meeting on
_____, 20_____**

Submitted by _____

Mission of District 103: Build new clubs and support all clubs in achieving excellence

Duties of Division Director: As stated in the Toastmasters International *District Leadership Handbook*, Division Directors are responsible for, but not limited to the following duties: (1) Lead, support, inspire, and motivate your team of Area Directors to help them fulfill their duties and responsibilities; (2) Ensure that each club of your division achieves its mission and fulfills its responsibilities to its members.

Areas and Area Directors:

Area #		Area #		Area #	
Area #		Area #		Area #	
Assistant Division Director		Assistant for Membership		Assistant for Education	

Dashboard Review: (Measures how close your division is to achieving Distinguished or higher)

Base # of Clubs	Current # of Clubs	# of Paid Clubs	# of Distinguished Clubs

Dues Renewals Submitted: (The number of clubs with at least 8 members on file with paid dues)

# of Clubs	8 members or more paid		20 members or more paid		Goal to increase # of clubs with dues paid:
	#	%	#	%	

Club Officers Trained: (The number of clubs with club officers trained per training period)

(circle one) **ROUND ONE:** June 1 – August 31 OR **ROUND TWO:** December 1 – February 28

# Clubs	4 or more trained		All 7 Trained		Goal to increase # of clubs with 4 or more club officers trained:
	#	%	#	%	

Area Visits: (The number of *Area Visit Reports* that have been completed by Area Directors in your division)

(circle one) **ROUND ONE:** June 1 – November 30 OR **ROUND TWO:** January 1 – May 31

Area	# of Clubs to Visit	# of Clubs Visited	# of Visits to Go
#			
#			
#			
#			
#			
#			

Speech Contests: (The dates, times, and locations of all scheduled speech contests for your division)

FALL/SPRING (circle one) **SPEECH CONTESTS** – _____ and/or _____

Area	Date	Time	Location
#			
#			
#			
#			
#			
#			

Distinguished Club Program Review: (A statistical look at the number of educational and membership goals achieved by clubs in each area in your division from the "Distinguished Performance Report" on the TI website)

Area	Total clubs (July 1)	Clubs Now	CCs earned	ACs earned	CLs, ALs, DTMs	New members	Members July 1 (base)	Members now	Clubs with 20 or more members	Clubs with 5 DCP points and membership requirement
#										
#										
#										
#										

#										
#										
Total										

Clubs in Jeopardy: (A list of clubs in your division on the verge of closing)

Area	Club #	Club Name	Reason

Closed Clubs: (A list of clubs in your division with official *Suspended Club Resolution* form on file with Toastmasters International)

Area	Club #	Club Name	Reason

New Club Leads: (A list of potential clubs that can be started in your division)

Lead Contact	Company Name	Contact Phone	Contact Email

Successes/Challenges/Ideas/Insights:

BONUS INFORMATION: SAMPLE FORM #4

Area Director Report for Area _____

NOTE: This report should be submitted to your Division Director two (2) weeks prior to the District 103 District Executive Council (DEC) Meeting

Mission of District 103: Build new clubs and support all clubs in achieving excellence

Duties of Area Director: As stated in the Toastmasters International *District Leadership Handbook*, Area Directors are responsible for, but not limited to the duties as follows: (1) Serve as the direct liaison between the district and the clubs in your assigned area ("Messengers of the District"); (2) Coordinate area speech contests twice in a club year; (3) Conduct club visits with the clubs in your area – twice in a club year – to understand and support the clubs' needs; assess club membership growth; determine educational achievements of club members; and submit Area Visit Reports online to Toastmasters International; and (4) Motivate and assist each club in your area to become Distinguished or better.

Clubs in Area:

Club #		Club #		Club #	
Club #		Club #		Club #	
Assistant Area Director for Membership		Assistant Area Director for Education		Future Area Director (Successor)	

New Club Leads: (A list of potential clubs that can be started in your area)

Lead Contact	Company Name	Contact Phone	Contact Email

Dashboard Review: (Measures how close your area is to achieving Distinguished or higher)

Base # of Clubs in Area	Current # of Clubs in Area	# of Paid Clubs in Area	# of Distinguished Clubs in Area

Dues Renewals Submitted: (The number of clubs with at least 8 members on file with paid dues)

# of Clubs	8 members or more paid		20 members or more paid		Goal to increase # of clubs with dues paid:
	#	%	#	%	

Club Officers Trained: (The number of clubs with club officers trained per training period)(circle one) **ROUND ONE:** June 1 – August 31 OR **ROUND TWO:** December 1 – February 28

# Clubs	4 or more trained		All 7 Trained		Goal to increase # of clubs with 4 or more club officers trained:
	#	%	#	%	

Area Visits: (An update on *Area Visit Reports* submitted online to Toastmasters International for the clubs in your area)(circle one) **ROUND ONE:** June 1 – November 30 OR **ROUND TWO:** January 1 – May 31

Club #	Club Name	Date of Visit	Visit Report Submitted
#			
#			
#			
#			
#			
#			

Speech Contests: (The date, time, and location of your scheduled area speech contests)**FALL/SPRING** (circle one) **SPEECH CONTESTS** – _____ and/or _____

Date	Time	Location

Area Council Meetings: (The date, time, and location of your scheduled area council meeting)**FALL/SPRING** (circle one) – Focus of Council Meeting: _____

Area	Date	Time	Location
#			

Distinguished Club Program Review: (A statistical look at the number of educational and membership goals achieved by clubs in your assigned area from the "Distinguished Performance Report" on the TI website)

Club	CCs earned	ACs earned	CLs, ALs, DTMs	New members	Members July 1 (base)	Members now	# of DCP points and membership goals achieved
#							
#							
#							
#							
#							
#							
Total							

Clubs in Jeopardy: (A list of clubs in your area on the verge of closing)

Club #	Club Name	Reason

Closed Clubs: (A list of clubs in your area with an official Suspended Club Resolution form on file with Toastmasters International)

Club #	Club Name	Reason

Successes/Challenges/Ideas/Insights:

BONUS INFORMATION: SAMPLE FORM #5



District 103 Toastmasters
District Executive Council (DEC) Meeting
December 16, 2017
Report From Division Teams: "Year in Review"
Division Name: _____

In your DIVISION, which clubs are brand new?

CLUB NAME	CLUB #	AREA #

What has been done by your Area Director and/or Division Team to involve the new club(s)?

If no new clubs, are there any club leads? Yes No

If "YES," list lead information below:

COMPANY NAME	CONTACT PERSON	PHONE/E-MAIL

In your DIVISION, which clubs are District 103 in jeopardy of losing in 2018?

CLUB NAME	CLUB #	AREA #

In your DIVISION, which clubs TRULY need an assigned Club Coach?

CLUB NAME	CLUB #	AREA #

In Round 1 of Club Officer Training (COT), your DIVISION had _____% of club officers trained, what are three (3) specific actions your Division Team will take to increase this number in Round 2?

1. _____
2. _____
3. _____

In Round 1 of Area Director Visits and the submission of *Area Visit Reports*, your DIVISION had _____% of visit reports submitted. What are three (3) specific actions your Division Team will take to increase and/or maintain this for Round 2?

1. _____
2. _____
3. _____

What is the date, time, and location for your AREA Table Topics and International Speech Contests?

AREA #	DATE	TIME	LOCATION

What is the date, time, and location for your DIVISION Table Topics and International Speech Contests?

DATE	TIME	LOCATION

What are positive highlights from your DIVISION between July 1 – December 16, 2017?

Highlight #1: _____

Highlight #2: _____

Highlight #3: _____

Highlight #4: _____

Highlight #5: _____

Overall, as a DIVISION TEAM, what song, movie, and/or book title would you say sums up your leadership experience during the first six months of your term? _____

Final Thoughts/Comments/Feedback? _____



2017-2018 District 103 Theme: "Express Your G.I.F.T.S."
 Goals • Initiative • Focus • Technical Skills • Strengths
2017-2018 District 103 Goal: "PRESIDENT'S DISTINGUISHED DISTRICT"



ABOUT THE D.I.V.A. OF DIALOG™

Cassandra “D.I.V.A. of Dialog™” Lee is a Distinguished Toastmaster and Career Advancement Strategist™ who uses Divine Inspiration Vocally Appplied™ to educate and empower professional audiences toward workplace satisfaction and career success.



She is a professional speaker, corporate trainer, empowerment author, and career coach who has presented over 1,800 keynote speeches, enrichment seminars, empowerment programs, training sessions, and educational workshops to more than 50,000 participants nationwide.

In addition, she is sponsor, mentor, and charter member of the award-winning Wrightwood-Ashburn Overcomers (WAO) Toastmasters club #771880 where she has managed this club to distinguished success for the last 14 years.

She is also a 21-year veteran of Toastmasters International; recipient of the Excellence in Program Quality Award for District 30; and the first-ever District Director for the brand-new District 103 Toastmasters Chicago.

She uses Toastmasters as a professional development tool for strengthening her communication, leadership, and management skills.

She is working to achieve her latest communication goal of becoming the first member of District 103 to be certified as an Accredited Speaker by Toastmasters International.

To learn more information about her, visit www.d103tm.org; <http://wao.toastmastersclubs.org>; and/or www.divaofdialog.com.

To help her become an Accredited Speaker, have your company hire her for a 90-minute lunch-n-learn program; half-day training workshop; or a full-day professional development seminar for your corporate employees (*non-Toastmasters audience*). In addition, complete an official letter of recommendation for Toastmasters International. When you do, as a token of appreciation, your company will receive a 75% discount off her speaking fee for helping her to achieve her professional goal of becoming an Accredited Speaker.

Visit www.divaofdialog.com to complete an *Event Request Form* to book her or use the copy below.

EVENT REQUEST FORM

*Complete the following form to bring the **D.I.V.A. of Dialog™** to your next event:*

Code # _____

Name _____ Title _____

Company/School _____

Address1 _____

Address2 _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

*Please provide details on the event in which you need the **D.I.V.A. of Dialog™** to speak:*

Name of Event _____

Type of Event _____

Purpose of Event _____

Expected Attendance _____ Percentage: Male _____ Female _____

Admission Fee _____ Date Preference #1 _____ #2 _____

Location of Event _____

Service Needed for Your Event:

- | | |
|--|--|
| <input type="checkbox"/> Become Your Career Coach | <input type="checkbox"/> Moderate a Panel |
| <input type="checkbox"/> Conduct a 1-hour Workshop | <input type="checkbox"/> Participate on a Panel |
| <input type="checkbox"/> Conduct a 2-hour Workshop | <input type="checkbox"/> Serve as Guest of Your Radio Show |
| <input type="checkbox"/> Conduct a 4-hour Workshop | <input type="checkbox"/> Serve as Guest of Your TV Show |
| <input type="checkbox"/> Conduct a 6-hour Workshop | <input type="checkbox"/> Serve as Mistress of Ceremonies |
| <input type="checkbox"/> Deliver a Keynote Speech | <input type="checkbox"/> Other _____ |

Budget for Event (e.g. \$2,500; \$4,500-6,000) _____

Comments: _____

**Mail completed form to SSANEE Training & Consulting Group, Inc., P.O. Box 804546, Chicago, IL 60680
or e-mail it to cassandralee@divaofdialog.com.**