



Speakers Checklist

We are always interested in adding speakers to our community. In order to join our community, we need you to complete the following steps to apply to become a member of the MICSB Speakers Bureau.

1. Down the [MICSB Speakers Bureau Application](#) and complete it.
2. Create or update your [About.Me](#) landing page.
3. Create or update your [Vimeo](#) Channel
Vimeo is preferable since we can link the MICSB Vimeo Channel to yours & it does not have ads.
4. Send us 3 pictures of yourself preferable one or two of them should be you talking to a group.
5. Send us your business logo as a .jpg, .eps and/or .png file(s).
6. Create or update a video and send us the file so we can use it on our Vimeo Channel and in the mobile web app.
7. Send us a list of prepared presentation Titles and a short description of each (if possible).
8. Send us a list of testimonials for some of your past speaking engagements (if possible).

The Process

Once we receive your application and the other information, we will:

- Review all of your information & do a little research online.
- We will send you requests to connect with you on the various social media channels if you have any profiles on them.
- We will set up a time to meet with you so that we can get to know each other & answer any of your questions about Made In Chicago Speakers Bureau.
- We will submit your name and information to our Core Speaker Members who will then vote to accept you at this time or to hold off until you have more speaking experience.
- We will then inform you that we are accepting you into our community or we want you to wait a bit before joining our community.
- If accepted, we will put your information on our website and mobile web app when it is available.

Notes:

- We know you are a great speaker, but we require the application and other information requested from everyone.
- We will use the information to populate our website and our future mobile web app which clients will use to book you.
- Keep in mind that you want to optimize your answers so that they are compelling and are short enough to look good on mobile devices.

Email all of the requested items to:
JeanPickering@MadeInChicagoSB.com