

BOOKING FACULTY

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TOP THREE THINGS TIPS FOR BOOKING FACULTY:

1. Partner up! Partner with other local guilds, local shops, and other groups that might be interested in the speaker you want to bring in. Share costs, such as travel costs, to make the financial impact on your guild smaller!
2. You won't know until you ask! Don't assume you can't afford a speaker until you ask. Oftentimes guild members and leaders will say they can't afford speakers, but have never looked into bringing in a speaker – don't knock it until you try it! Talk to a speaker you're interested in and have an open conversation. Ask about speaking fees, travel costs, and be open about your budget, if you have one. Many speakers will be willing to negotiate or work with you, especially if you are a new, or small guild.
3. Always use a contract! If your speaker doesn't have a contract they want to utilize you can always utilize MQG resources to get contract templates, but get things in writing. Use a contract to nail down the who, what, where and when of having a speaker come to your guild just to be sure everyone involved is clear on all of the particulars.

BONUS TIP! No money for faculty, or all out of money for the year? Talk to your guild members about their skills and find some talent from within!

And here are some great MQG resources for members!

[Leadership Webinar – Booking Speakers](#)

[Sample Instructor Contract](#)

[Engaging Members as Contributors article](#)

