

## PROFESSIONAL SPEAKER SERVICES

In order for a service provider to supply any type of service to a client, the service provider in question needs to know all the facts pertaining to that particular event. Furthermore, both the service provider and the client should also be aware of what is expected from each other, their respective roles, and the roles of other parties / service providers, who will collectively contribute to the overall success of the event.

### SOME QUESTIONS FOR A POTENTIAL SERVICE PROVIDER

- Have you worked with this speaker before?
- Have you personally heard this speaker's presentation?
- Does this speaker offer a 100% money-back guarantee?
- How many speakers do you represent?
- If you don't already work with the speaker I'm looking for, will you track him down for me? Will you charge me for this service?
- Is the speaker prepared to travel outside their own area?
- Are there any additional costs, such as transport, accommodation, meals and transfers? For how many people?
- What equipment does the speaker need? Does he/she bring anything themselves? What do we need to provide?
- What happens if the speaker doesn't pitch?
- What are your cancellation clauses?
- What are your payment terms?
- Will you be able to supply testimonials or references on this speaker?
- Does this speaker belong to a professional body?
- Does the supplier company belong to a professional body?
- Can you make the necessary travel arrangements for the speaker in the event of a road-show?
- In the event that I am a PCO pitching for a particular job, will you liaise directly with client (attend a meeting if necessary) to offer guidance and advice on choosing the best speaker for the function? Will you charge for this service?

### INFORMATION TO PROVIDE TO A POTENTIAL SERVICE PROVIDER

- Which venue are you using?
- How many people will be attending the conference/event?
- What type of function is it Dinner, cocktail etc.?
- What is the theme of the conference/event?
- What are the age groups of the delegates?
- What is the educational background of the delegates?
- Which industry are they from?
- What are you hoping to achieve with the speaker being present at your function, i.e., motivate sales staff, act as a draw card for a function, reward or celebrate your staff (e.g. Secretaries' Day)?
- What type of function is it - conference, awards dinner?
- What is the cultural mix of the delegates?
- What else is possibly happening during the conference - other speakers, awards etc?
- What is the name and contact number of the person managing seeing this function?
- Which speakers have you used in the past?
- Are you aware of the Terms and Conditions of the supplier?

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#### Be Informed

Services Chapter: Nigel Walker: Tel: +27 12 667 2074; E-mail: nigel@doctech.co.za

National Secretariat: Kasturi Naidu: Tel: +27 31 360 1282; E-mail: sec@saaci.co.za

## PROFESSIONAL SPEAKER SERVICES

**PROUD SAACI MEMBERS PROVIDING A RANGE OF SPEAKER RELATED SERVICES**

Although a Member is listed under a specific Branch, in the absence of Members in specific geographic areas, you are encouraged to contact service providers from other Branches who are likely to provide a National-based service.

**Eastern Cape Branch**

Barry Hilton Promotions

Mr Barry Hilton

Tel: +27 41 379 2427

Cell: 082 320 5522

E-mail: barry@barryhilton.co.za

**Kwa-Zulu Natal Branch**

Another Point of View

Cy Edmondson

Tel: +27 31 569 1998

Cell: 083 778 7942

E-mail: cy@telkomsa.net

Assegai Communications

Mr Roger Knowles

Tel: +27 31 309 2433

Cell: 082 892 9752

E-mail: rogerk@eastcoast.co.za

Sharon Emmerich

Mrs Sharon Emmerich

Tel: +27 31 563 8176

Cell:

E-mail: se18@mweb.co.za

Snazzi Events &amp; Entertainment

Ms Antonella Fyall

Tel: +27 31 765 6880

Cell: 083 565 4767

E-mail: antsf@snazzevents.co.za

Snazzi Events &amp; Entertainment

Ms Linda van der Veen

Tel: +27 31 765 6880

Cell: 082 808 8011

E-mail: lindaav@snazzevents.co.za

**NTB Branch**

Conference Speakers International

Ms Lynne Duncan

Tel: +27 11 465 4457

Cell: 082 330 0962

E-mail: info@conferencespeakers.co.za

Kgalema Entertainment

Mr Mofenyi Ramalepa

Tel: +27 11 443 4048

Cell: 082 424 2179

E-mail: kgalemaentertainment@yahoo.com

Speakers Inc

Ms Bronwyn Roberts

Tel: +27 11 622 1228

Cell: 083 278 3151

E-mail: bronwyn@speakersinc.co.za

Speakers of Note

Mr Neil Burnett

Tel: +27 12 253 1219

Cell: 082 552 6436

E-mail: neil@speakersofnote.co.za

**Western Cape Branch**

Star Trackers

Mrs Lesley Wells

Tel: +27 21 438 4239

Cell: 083 702 8139

E-mail: info@startrackers.co.za

You are encouraged to view the SAACI web site ([www.saaci.co.za](http://www.saaci.co.za)) for up to-date information SAACI Members and the services that they can provide.

Members of the SAACI Service Chapter pledge to act with professionalism and integrity in all dealings with clients and colleagues within the MICE Industry and throughout, to maintain the highest possible standards in the best interest of all concerned and to uphold the SAACI Articles of Association, the Service Chapter Code, and the By-laws.

SAACI cannot endorse or warrant the services or products of any of its members

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