

TSHL SPEAKERS' BUREAU REMINDER CHECKLIST

1. Your personal TSHL name badge
2. A stack of your personal TSHL business cards to hand out
3. The TSHL Banner (if you don't have one – your AAA should have one you can borrow or contact Paul Stempko – Paul also has the tabletop display if you prefer to use that)
4. A stack of the TSHL tri-fold brochures (customized for your AAA if you desire) to hand out (find the brochure in a separate attachment)
5. A stack of fill-in-the-blank forms to record audience ideas for proposed legislation (find this form in a separate attachment)
6. Tape/paperclips/stapler/clipboard(s)
7. Pens
8. A copy of the current TSHL Directory with your NAME prominently displayed on cover....for their perusal only
9. A copy of the current Legislative Report with your NAME prominently printed on front cover ... for their perusal only

Optional:

A bowl with individually-wrapped mints or candies.

A table covering (white or blue)

A laptop with scrolling pics of TSHL activities or a scrolling powerpoint --
Linda Timmerman or a communications committee member can help
with the pics or powerpoint.

A laptop, LED projector, screen for a presentation if not provided for you by
the organization