

**Federation of Essex Women’s Institutes**

WI Centre, Whitelands, Terling Road, Hatfield Peverel, CM3 2AG

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Affiliated to the National Federation of Women’s Institutes

**ESSEX**

To Whom It May Concern

**New Speakers Audition Form**

Thank you for your recent enquiry about speaking at Women’s Institute meetings in Essex. Please find attached our application form for the Essex Panel of Speakers book entries.

There may be a waiting list for auditions, but we will contact you as soon as possible after receiving your form. If you feel the waiting list is too long, you could take out an advertisement in our monthly magazine *Essex WI News*. To advertise please contact Today Magazines directly on 01728 622030 and ask for Lisa.

Potential speakers are invited to an audition to give 20 minutes of their talk or presentation to a group of members from around the county. A fee of £25 is required **upon confirmation of your audition date**. You will be invoiced for this fee prior to your audition. Payment details will be on the invoice.

If successful at the audition, you will be notified, and your name and contact details will be published in one of our regular bulletins which are sent to all the 160+ Institutes in Essex. Our printed Panel of Speakers book is re-issued regularly. It contains details of all recommended speakers and when it is next due you will receive a request asking if you still wish your details to be included. There is a fee to be included in each printed edition of the book and you may be asked to re-audition if it has been some time since your first audition.

At the audition you will be required to provide all the equipment you need such as microphones, projectors, screens, and extension cables. Please note that not all WIs can provide such equipment so you will be expected to bring your own.

We regret that it is not possible for the Federation to pay fees or expenses to speakers for attending their audition.

If you are interested in becoming a speaker for the Women’s Institutes, please complete the attached Application Form, either by return email to [admin@essexwi.org.uk](mailto:admin@essexwi.org.uk) or by post to the address above*.*

Please note that whilst we are unable to give out individual or collective addresses of our WI secretaries they are allowed to book speakers that are not in the Panel of Speakers book. If you represent a registered charity, please email us as we have a separate charity listing without an audition process.

Yours sincerely

Gill Hathaway

**Volunteer Speakers Co-ordinator**

Registered in England & Wales Registration No. 2747046 Registered Charity No. 1014445

**September 2023**

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Tel: 01245 382233 Email: [admin@essexwi.org.uk](mailto:admin@essexwi.org.uk)

**Application form for an Audition for Candidates for the Panel of Speakers**

Name: *Mr/Mrs/Miss/Ms…………………………………………………………………...…………………*

Address:…………………………………………………………………………………………………………

…………………………………………………………………………………………………………………...

………………………………………………………………Post Code…...................................................

Tel: ........................…………………………………… Mobile:……………………………………………...

Email:……………………………………………………..…………………………………………………….

Website: ………………………………………………………………………………………………………..

Please state name of your WI if you are a member ………………………………………………………

Title of the Talk / Demonstration / Entertainment to be presented at your audition and a brief synopsis **see note 1**:

Talk 1…………………………………………………………………………………………………………..

Talk 2…………………………………………………………………………………………………………..

Talk 3…………………………………………………………………………………………………………..

Further talks? Please provide details on additional talks separately

What equipment do you use? ………………………………………………………………………………

Are you able to offer Zoom presentations? YES / NO

*Please also complete the following:*

If you are accepted, what fee and / or expenses would you charge Institutes?

Your Fees: **See note 2**…In Person Fee……………………………Zoom Fee….…………..…………

Expenses: **See note 3**……………………………………………………………………….....…………..

Availability: **See note 4**………………………………………………………………………………..……

Do you have your own transport? **See note 5** …………………………………………...………………

Travel limit (if appropriate):…………………………………………………………………..……………..

Are you able to attend at short notice?…………………………………………………………………….

Do you sell any products? **See note 6** …………………………………………………………………….

Any other relevant information :…………………………………………………………………………….

**note 1:** Please give a brief description of subject of talk/demonstration particularly if the title of your presentation does not make this clear. We recommend that the title makes the subject of the presentation clear as there is only a line or two available to you in the listing.

**note 2:** Please be aware that most WIs are very small and must fundraise to afford external speakers. If fees are donated to a charity the money will be paid to the speaker personally for them to donate as the WI is a charity and cannot donate its funds to another charity except in certain circumstances.

**note 3:** Mileage may be claimed at any rate, but we recommend the County Mileage Rate (CMR) of

45ppm.

**note 4:** a) please specify mornings/afternoons/evenings/any time.

b) is there any other regular way you limit your availability e.g., school holidays?

**note 5:** In rural locations Institutes may need to make special arrangements if speakers use public transport.

**note 6:** Items for sale must not be sold until **after** the formal closure of the meeting so that members do not feel pressurised to buy anything. A sales commission of 10% should be offered to the Institute.