

Contacting the speaker

Prayerfully consider which speakers to invite to your CU.

Write to your speakers well ahead (in the summer) in case some are unable to come. It can speed things up if you make first contact by email or telephone. If you phone first, make sure you follow up with a letter or email setting out all the info they will need.

Include all the info your speaker will want to know.

For example:

- Day, time, length of meeting, length of talk, location.
- What else will be happening in the meeting?
- Will there be time for reflection/discussion/Q+A?
- Is there an OHP/PowerPoint equipment?
- Do you want them to recommend books for the bookstall?
- How many students are likely to be there, and what proportion will be Christians?

Be really clear about what you are asking them to speak on.

Is it a topic or a passage? If a topic, can they choose their own passage to speak from? If a passage, is the title you have given the talk important? (Hint - Cryptic titles confuse speakers!) It may be helpful to enclose a short "brief" outlining what you would like them to deal with.

Explain the interdenominational nature of the CU.

Speakers on this recommended speakers' list have already been invited to indicate their agreement with the IFES Ireland Doctrinal Basis. If you are inviting any speakers who are not on this list, you should enclose a copy of the D.B. for them to sign and return to you (also bear in mind the points on page 2). You could add a paragraph like this to your letter of invitation:

"I am enclosing a copy of our doctrinal basis. We ask all our speakers to signify their agreement with these truths of Scripture, and are pleased to have this means of expressing our fellowship in the gospel. We would appreciate it if you could sign and return this with your reply. "

Confirming the speaker

Nearer the actual meeting, firm up any details that were left out of your first letter. Do this with a phone call or a letter. Make clear arrangements for when and where you will meet the speaker.



On the day of the meeting

1. Be there to meet your speaker.
2. Show the speaker where they will be speaking from, any equipment they need etc. Go over the programme with them, make sure they're happy with everything.
3. Pray with your speaker before and/or during the meeting.
4. Prepare a good introduction. Ask your speaker how they would like to be introduced or let them introduce themselves. Either way, don't assume everyone knows who they are.
5. Make sure there is somewhere for them to put notes and a microphone in place if needed (don't expect them to rearrange everything themselves!) Also make sure you provide water.

After the meeting

1. Thank your speaker.
2. Pay your speaker, making sure any out-of-pocket expenses are covered (such as photocopying, travel, etc). Remember also that many Christian workers receive small or irregular salaries. Use your discretion. Rough guidelines are : £25-£30 for a CU meeting or per talk for a weekend

The week following the meeting

Write to thank the speaker again. Let them know any feedback from the meeting.

