

# Speakers Bureau Guidelines

*Empowering you to get well, stay well and live well!*

Houston Healthcare now offers a Speakers Bureau to organizations in our community to provide health and wellness information. Composed of physicians, medical personnel and other staff within our organization, this group is available to speak on a variety of topics with relevant health and wellness education/information.

Because we are committed to increasing the health care knowledge of our community, we are offering this as a free service to organizations and industries. **Six (6) weeks advance notice required.**

## GOALS

- To share Houston Healthcare's services and organizational updates with those in our communities.
- To empower individuals to get well, stay well and live well.
- To reach out to various populations within our community in a different and more beneficial way by offering speakers and topics that are relevant to overall health- reaching people and organizations in their own environment.

## CRITERIA

- At least 10-15 participants must be guaranteed for each event.
- Organization must be in Houston County (*request for surrounding locations will determine speaker availability*).
- Six (6) week advance notice preferred; less than six (6) weeks will require additional review and approval of the Executive Director of Marketing -and- will be determined upon speaker availability.
- One person from group must be available as the Speaker's contact at event to greet and introduce the speaker (i.e. council coordinator, organization contact, etc).
- Speakers are available for events Monday – Friday, 8am - 7pm; however advance notice of at least four (4) weeks AND with prior approval from Executive Director of Marketing, weekend speaking engagements may be arranged upon speaker availability.
- Health screenings are not available as part of the Speakers Bureau.  
*If you would like to schedule health screenings for your organization, please contact our Community Education (EduCare) Department at (478) 923-9771.*

For questions or additional information, you may contact the Marketing Department directly at the contact(s) listed below.

### **Marketing Department Contact Information:**

Website: <https://www.hhc.org/contact-us/> <<< click the link to go to our website

Email: [marketing@hhc.org](mailto:marketing@hhc.org) <<< click the link to start an email

Phone: (478) 975-6585



HOUSTON HEALTHCARE