



## 2019 & 2020 Luncheon Programs

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### *Request for Proposal: Program Speakers and Facilitators*

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#### **Who We Are:**

Bozeman Business and Professional Women (BBPW) is a local organization within the Bozeman Community that honors women and businesses in our community. Our goal is to help women succeed professionally, politically, and personally. We offer networking & leadership opportunities, education & training programs, and educational scholarships.

#### **Luncheon Program Schedule:**

Programs are held one each month by BBPW on the third Wednesday of each month; with the exception of the months of October where there will be no luncheon and November when it is on the second Wednesday. Each Luncheon Program includes networking, a short meeting and a featured speaker or facilitator.

#### **Luncheon Program:**

The BBPW Luncheon Programs endeavors to empower, connect, and engage women in business and professional fields with Programs on topics related to professional and personal development, as well as, political education and facilitated networking. Enjoy a wide variety of interesting speakers, network, and meet BBPW members while enjoying a delicious lunch.

#### **Time:**

The venue is open to the public at 11:30 AM for networking and the Program starts at noon, with BBPW announcements and welcomes. Speakers begin at 12:15 PM and run until 12:55 PM, at which point the BBPW President concludes the program to get everyone finished by 1pm. Speaker presentations are generally 40 minutes long.

#### **Location:**

Riverside Country Club  
2500 Springhill Rd  
Bozeman, MT 59718

#### **Audience:**

Approximately 35 – 40 Attendees, including individuals in the nonprofit and for profit sectors interested in professional development, networking and sharing best practices



#### **Available Audio/Visual Tool at Venue:**

Wireless Internet access

Digital Projector

Flip Chart and Markers

Lectern

Microphone

\*If you require any special equipment, please contact the Program Committee Co-Chairs directly.

#### **Marketing:**

- Electronic invitations: blasted three times by BBPW to contact list of over 400 business professionals in Gallatin and Park Counties
- BBPW Calendar of Events
- Posts on BBPW Facebook Page
- Opportunity to display marketing materials at the luncheon

#### **Proposal Submissions:**

The Program Committee is accepting submissions for speakers and facilitators. We strongly encourage creative approaches to interactively engaging the BBPW community in discussion, facilitated networking and education.

Submissions are ongoing.

All submissions and questions must be submitted via email to [programs@bozemanbpw.org](mailto:programs@bozemanbpw.org).

#### **Proposal Request:**

Proposal must include:

- ✓ Presentation title
- ✓ 1-2 Paragraphs describing presentation (please try to be as descriptive as possible about your key theme/s)
- ✓ 1 Paragraph biography of the speaker/facilitator
- ✓ Speaking and/or facilitating experience
- ✓ Availability: Please include the dates, listed in the email, that you would be available (include all that apply)

#### **Additional Information:**

Submissions may include any additional information regarding the presentation or speaker's experience, however, please **do not** send URLs or web links in place of the above-requested details.

#### **Selection of Speakers:**

The BBPW Program Committee will engage luncheon meeting speakers that meet the mission of the organization and the interests of the membership. Calls for proposals will be done on a quarterly basis.



**Proposals will be accepted from BBPW Members and Non-Members.**

The Program Committee will review the BBPW Annual General Member Survey to ascertain the current topics of interest within the community and will strive to schedule Programs that align with survey responses.

Bozeman BPW is a volunteer-run organization and, therefore, we are not able to pay speakers or facilitators for their services.

Speakers may present to the community no more than once per 18 months, unless otherwise determined by the Programs Committee, with BPW members receiving first preference as speakers.