

1st email (immediate / within a week of response)

Hello [Name],

Thanks for volunteering to speak at this year's YOUR EVENT. We can't wait to hear you share your stories with our audience. In order to promote the speakers on [our website](#), we are asking all speakers for the following information:

- Headshot
- Short bio (2-3 sentences)
- Twitter handle or other social media handle (if available)
- A link to your book / website / project that you will be talking about.

Please reply to this email, and cc our publicity person, CONTACT INFORMATION

Once we have finalized the slate of speakers, we'll send out a schedule with your timeslot and more details about what to expect on the day of the Bazaar. Meanwhile, do start following us on [Twitter](#) and [Instagram](#), and join the [Facebook event](#) – feel free to retweet & share! Also, let us know if you have any questions about the above or about the event in general.

Looking forward to meeting you this fall!

Best,

[your name]

2nd email: (MONTH OUT)

Day-of info

- Time slot
- When to arrive
- What to expect
- What to bring/wear

Reminder email – 2 WEEKS OUT!