



GEORGIA COMMISSION ON THE HOLOCAUST

SPEAKERS BUREAU INFORMATION PACKET

The opportunity to hear the first-person account of a Holocaust survivor, witness, rescuer, liberator or educator is often a once in a lifetime experience. The Georgia Commission on the Holocaust is proud to present speakers to schools, civic groups, military bases, and communities throughout the state.

The sheer number of people affected during the Holocaust is almost incomprehensible. The ability to bring speakers to audiences in Georgia is an important aspect of the Commission's support of Holocaust education. By replacing the statistics with personal stories, the survivors and victims are given a voice and it also ensures that the Holocaust is never forgotten.

To request a speaker, please read the information provided below and submit a request form. Please note that requests must be sent a *minimum* of 4 weeks prior to the preferred program date. Please be aware that the Georgia Commission on the Holocaust is busiest from February through May. For requests during this season, we encourage you to submit your request two to three months in advance.

Host Requirements

Group Size

A minimum audience size of 75 attendees is required for any speaker program.

Age Level

Members of the audience should be grade 5 and above.

Costs

There is no fee at this time for speaker programs. However, hosts are required to cover the travel expenses including mileage or vehicle rental, meals, and accommodations (if applicable).

As travel expenses will vary depending on location, distance, and availability the Georgia Commission on the Holocaust is unable to provide an estimate until a request has been approved. The Host must pay a deposit for these expenses prior to the program date, unless other arrangements have been made.

No admission fee should be required for program attendees unless the venue regularly charges such.

Evaluation

The program host is required to submit a [Program Evaluation](#) within 30 days of the program.



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Agreement

Once a request has been approved and the program details are confirmed, an “AGREEMENT FOR SPEAKER OR PRESENTER IN AN OUTREACH PROGRAM” will be provided and must be signed by a representative of the Host.

Specifications

Speaker

The Commission will identify a speaker for each individual request depending on the audience type, age levels, interests, and availability. Customizing each request in this way ensures that both the speaker and the audience have a meaningful experience.

Presentation

The length of each presentation varies depending on the speaker, the group’s objectives, and any applicable time constraints such as class periods or venue rental. Generally, a single program lasts at least one hour with the presenter speaking for 45 minutes to an hour followed by a brief question and answer session with the audience.

Some presenters like to include audiovisuals such as a PowerPoint during the program depending on the equipment available at the venue.

Recommendations

When the distance of the program location from the Commission offices requires staff and speakers to stay overnight, it is recommended that two presentations are scheduled: one in the evening for the community and one the following morning for students or a specific group.

Publicity and Promotion

Terms

As regards speaker programs with the Georgia Commission on the Holocaust, the terms for promotion and press are as follows:

- All promotional materials, including a flyer and press release/media alert, are provided by the Georgia Commission on the Holocaust to the program Host upon confirmation of the program unless other arrangements have been made by the Commission with the Host.
- Any changes or edits to the promotional materials **must be approved** by the Georgia Commission on the Holocaust staff **prior** to public distribution.



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- All promotion online and in print must include the Georgia Commission on the Holocaust [logo](#) and website address: www.holocaust.georgia.gov.
- An online event page is also provided by the Georgia Commission on the Holocaust upon confirmation of the program. If the program is open to the public, the event page will be promoted in the Commission's e-newsletter.
- The Host is responsible for the printing and distribution of all promotional details.

Questions?

Please contact Emma Ellingson at <emmaellingson@holocaust.georgia.gov> or 770-206-1555.

Required Approval

If other arrangements have been made for the creation of promotional materials, all publicity and promotional materials must be approved by the Georgia Commission on the Holocaust *prior* to public distribution.

Request a Speaker or Presentation

To submit a request, please [click here](#). All requests must be submitted a minimum of 4 weeks prior to the preferred program date.