



The following is a professional speaker One Sheet template to be edited, customized and used as an overview marketing and prospecting tool when speaking with meeting or event planners, media, press, or even as a brochure when at events.

Speaker One Sheet Template

Thank you for your download!

Congratulations on your decision to start sharing your expertise! As a professional speaker, you will have the opportunity to position yourself as an expert and gain many valuable connections, while also building your brand and your business. I'm glad to know that you are taking this seriously and choosing to look like the professional that you are!

Remember, this is a template. You will want to apply your own critical thinking and adapt this template to fit your business and clients. Before editing the template, it's a good idea to save a duplicate copy to customize. That way, you can always refer back to the original if you need to later on.

Want access to over 10 MORE templates and guides to help you create your entire speaker kit? [Click here to purchase the ENTIRE selection of Speaker Kit templates.](#)

Access to over 10 years of experience and expertise helping client's prospect and present with confidence for just \$197!

As you are going through the process of getting your speaking kit created, if at any time you would like to have us, Marketecs, do it for you, just email info@marketecs.com and we will be happy to set up a consultation or visit www.marketecs.com/schedule to choose your own convenient time to get on our calendar.

Our VIP Professional Speaker Pack includes;

- Customized Speaker One Sheet both double and single sided
- Customized Speaker Biographies in various formats and lengths
- Customized Signature Presentation Descriptions in various formats and lengths
- Creation of a Speaker Page on your website
- Creation of a Meeting Planner page on your website
- Customized Speaking Proposal
- Customized Audio Visual Preferences Sheet
- Customized Policies Sheet

Typically, we start with a 1-2 hour consultation with our graphic designer, web designer, copywriter, and project manager. Then in as little as three weeks, you look like a pro and you're ready to start speaking with confidence in your marketing materials! All you have to do is ASK!

Once you're ready to start looking for speaking opportunities, see our bonus resources and speaker bureau guides. Some such resources include Speaker Match and Help A Reporter Out.

I wish you much success in your speaking career and hope that you will recommend our documents and services to others as you build your network.

Best,

Kathrine Farris | CEO & Founder

Marketecs | Blending Marketing & Technology

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DISCLAIMER

THIS IS NOT A LEGAL DOCUMENT AND DOES NOT CONSTITUTE LEGAL ADVICE. THE INFORMATION PRESENTED MAY OR MAY NOT REFLECT THE MOST CURRENT LEGAL DEVELOPMENTS. USERS SHOULD ALWAYS CHECK APPLICABLE LAWS AND COMMON PRACTICES IN THEIR STATE OR LOCALITY AND CONSULT PROPER LEGAL COUNSEL WITH REGARD TO BUSINESS MATTERS.

HELPFUL DOCUMENT INSTRUCTIONS

SAVE A COPY

Before editing the template, I recommend you save a copy to customize. To save a copy, go into **File**, click on **Save As**, and then save a copy of this original template (perhaps adding "COPY" at the end of the file name. This way, you can always refer back to the original if you need to later on.

DELETE INTRO & COVER PAGES

To customize your working copy, you'll want to delete the cover and these intro/instructions/copyright notice pages. To delete the cover, go to **Insert – Cover Page – Remove Current Cover Page**. To remove the instructions and copyright pages, simply select all the text and hit **Delete** (on your keyboard).

CUSTOMIZING YOUR HEADER/FOOTER

For older versions of Word, just click on **View – Header and Footer**. The Header and Footer toolbar will appear. Add your own logo and any other information and branding you'd like to appear at the top or bottom of each page. For page numbers, position your cursor where you want the page number to appear. On the Header and Footer toolbar, select the icon to **Insert Page Number**. Click on the icon to **Switch Between Header and Footer** to toggle to the footer. (**NOTE:** Hovering your mouse's cursor over the icons will give you a description.)

For newer versions of Word, you will find the header, foot, and page numbering controls under the **Insert** tab, in the header & footer section.

TURN FORM FIELDS ON/OFF

The form fields (gray boxes) are easily locked and unlocked. When locked, you can only type in the form fields. When unlocked or unprotected, you can edit the entire document.

For older versions of Word, just click on **View – Toolbars – Forms** and when the Forms toolbar pops up, you simply click on the little lock box at the end. It works like a toggle. Click to turn it on so that users can tab between form fields without altering any of the other text. Click again to turn it off.

For newer versions of Word, you will first need to activate the Developer's tab. You do this by clicking on **File – Options – Customize Ribbon – Main Tabs**. In the list, **select the Developer's checkbox and click Okay**. The Developer's tab will now appear in your ribbon whenever you open up a Word document. Click on **Restrict Editing**, in the protect section. In the side panel that opens, check **#2 Editing Restrictions**, choose **filing in forms**, and click the **'Yes, Start Enforcing Protection'** button.

FORMAT PARAGRAPH STYLING FOR BULLETS

You can automatically add line spacing between paragraphs and bullets in older versions of Word by going into **Format – Paragraphs**. On the **Indents and Spacing** tab, under the **Spacing** section, type 10 pt in the box for **After**. This will automatically insert a line space between bullets and paragraphs. Whenever you want to turn off this extra, automatic line spacing, select the section you want to change and then go back in and type 0 in the "After" box.

In newer versions of Word, you can find these options on the **Home** tab, in the paragraph section.

SAVE AS A PDF

Before sending your new finished document to a potential client, I often recommend that you save it as a PDF in order to ensure changes aren't made. To save as a PDF, go into **File**, click on **Save As** and then change the **Save as Type to PDF**.



Speaker Name
Title or Tag line

Key Speaker Highlight

Speaker Bio

To change the background color of these boxes to match your own branding:

1. Click on the box
2. Go to the 'shape format' menu
3. Change the Shape Fill color
4. You can also adjust the text and border colors

Signature
Presentations

Presentation 1
Description

Presentation 2
Description

Presentation 3
Description

Contact Info

Website | Address | Phone number | Email





Speaker Name
Title or Tag line

Testimonials

“Quote...”

- Name

“Quote...”

- Name

“Quote...”

- Name

Media

List and description of notable media mentions or logos

Features in Forbes [logo/link]

2019 Interview with Opera [picture/link]

If media is especially strong, it could be moved to page 1 and presentations could be moved to page 2. An alternative to a media section would be a book or podcast promo, more testimonials, or social influence stats.

Contact Info

Website | Address | Phone number | Email

