



PRESENTATION GUIDELINES

DeeDee's presentations are designed to be lively, informative and, above all, *fun!* Her goal is to inspire and equip all those who wish to entertain easily and graciously in their homes. To make each presentation a successful event for your group, please consider the following guidelines:

Event duration:

2 hours

Suggested format

30 minutes: Gather and visit

15 minutes: Host organization business

45 minutes: DeeDee's presentation

30 minutes: Book signing

Fees

DeeDee does not charge a speaker's fee. Honorariums are donated to one of the not-for-profit organizations the Dalrymples support.

Guests

DeeDee prefers a group of at least 25 and can speak to as many as your venue will accommodate. Her presentation is scalable for any size group.

Venue

DeeDee will speak in a private home or a public venue. Given that her talk is 45 minutes long, it is preferable for guests to be seated.

Setup

DeeDee will need a podium and, if possible, a small table beside the podium for her presentation. If in a home, a coffee table in the room in which she is speaking is also helpful. For the book signing, she will need a table and chair in a place easily accessible to your guests. DeeDee is happy to talk through how to best set up your space.

Refreshments

Refreshments are at the discretion of the host individual or organization. Often for morning events, a host may offer coffee and for late afternoon or early evening events, the host may offer wine and small bites. Extra credit to those who make something from the *Effortless Entertaining* guidebook!



For your invitation

Logo artwork and photos of DeeDee and the book are attached. These may be used for printed and electronic invitations for the event and for social media posts promoting the event. The following content may also be used:

*How many times have you said “We should have people over,” only to sigh and decide it’s too much work? DeeDee Dalrymple hears you and wants to help turn your best intentions into real-life invitations to welcome others into your home. Her new book, *Effortless Entertaining*, is a step-by-step guide to show everyone — from the most reluctant to the most seasoned host — that entertaining graciously can be easy and should be fun! Join us on [your date and time and location – any other important info, such as address, phone, website] for a lively presentation where DeeDee will share creative ideas and practical strategies to inspire and equip you with everything you need to host your next party. Following her talk, DeeDee will be available to sign books that you may purchase at that time. Visit MyEffortlessEntertaining.com to find out more about DeeDee, what led her to create the guide, and all the benefits of being a part of the ever-growing EE member community.*

Visit MyEffortlessEntertaining.com to learn more.

To inquire about speaking engagements, contact DeeDee at DeeDee@MyEffortlessEntertaining.com.

*Open your home, open your heart,
and give the gift of hospitality.*