

Sample 14 GUEST SPEAKERS

When inviting a guest speaker, consider the following:

TOPIC: _____

NAME OF SPEAKER _____

HOW TO CONTACT THE SPEAKER

TELEPHONE #

- Home
- Business
- E-mail
- Fax #

ADDRESSES

- Personal
- Business

PROVIDE DETAILS TO SPEAKER

- Explain the topic you would like them to address and tell the speaker at least one thing you would like them to achieve during their presentation.
- When (date, time)
- Where (location)
- Length of time they have to speak
- Age and type of audience (their knowledge level on the topic to be discussed)
- Ask speaker to submit a brief background of themselves or ask how they would like to be introduced.

WHAT THE SPEAKER NEEDS

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Equipment (TV, VCR, overhead projector, slides, chairs, tables) <input type="checkbox"/> Room set-up (classroom style, round tables, etc.) <input type="checkbox"/> Photocopies | <ul style="list-style-type: none"> <input type="checkbox"/> Transportation <input type="checkbox"/> Parking <input type="checkbox"/> Out of pocket reimbursements/honorarium <input type="checkbox"/> Other (wheelchair access, room to set up or change clothes, etc) |
|--|--|

CONFIRM DETAILS

Thank speaker for agreeing to come and clearly state the time, date, place, topic and A/V equipment arrangements.

- Letter
- Fax
- E-mail
- Confirmation over the telephone

Date sent: _____

WELCOME

Ensure that someone is available to welcome the speaker.
Do not leave the speakers to “fend for themselves” while you organize things.

INTRODUCE SPEAKER

Welcome speaker to the group or arrange for a member to welcome and introduce speaker.
Provide a written background, from the speaker, to the person doing the introduction.

THANK SPEAKER

Thank the speaker or arrange for a member to thank the speaker on behalf of the entire group.

Accompany speaker to transport when they leave.

EVALUATION

Comment on ways in which the group found the presentation useful.

Comment on the effectiveness of the speaker.

Identify any problems that arose.

Would you invite the speaker back? Why / why not?

SEND THANK YOU CARD / LETTER FROM THE GROUP

Write the speaker a thank you card or have someone in the group be responsible for arranging a thank you card/poster/letter and have all participants sign it.