

SPEAKER/PRESENTER WORKSHEET

Speaker Information

Speaker	_____	
Department/School	_____	
Contact person	_____	
Phone	_____	
Alternate phone	_____	
"Day of" phone	_____	
Fax	_____	
Address	_____	

E-mail	_____	
Presentation title	_____	

Presentation date	_____	
Presentation time	_____	
Presentation length	_____	
Presentation location	_____	
Participation confirmed	Yes <input type="checkbox"/>	Date <u> </u> / <u> </u> / <u> </u>
Will have a guest list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Diet restrictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Request rehearsal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Who will greet speaker	_____	

Requirements

Lectern	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Microphone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Type	Lavaliere <input type="checkbox"/>	Lectern mic <input type="checkbox"/> Handheld <input type="checkbox"/>
Data projector	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Mail disk with presentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Bring own laptop	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Slide projector #.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Slide tray #.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Video playback equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Format	VHS <input type="checkbox"/> DVD <input type="checkbox"/> Betacam <input type="checkbox"/>	
Laser pointer	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Who will run A/V presentation _____

Checklist

	Completed	Date
Review schedule/Q&A	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Discuss presentation	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Obtain presentation title	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Obtain presentation synopsis	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Obtain speaker bio	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Obtain speaker photo	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Confirm transportation needs	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Discuss rehearsal schedule	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Send letter confirming logistics	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>

Notes/Suggestions

Early Discussions

- Book speakers as early as possible. Popular speakers/personalities' calendars can be completely booked over a year in advance.
- Be clear with speakers about the nature of your event, what will be expected of them, the type of remarks they will be asked to deliver, the length of their remarks, deadlines, etc.
- Follow up with the speaker in writing regarding their presentation and the discussions that took place, including printing deadlines.
- Request photo, bio, synopsis, etc., in plenty of time for printed material publication.
- Let the speaker know some editing of their bio and synopsis may take place, to ensure consistency with language/tone of printed materials. If any editing is done, have the final copy reviewed by the speaker for accuracy and approval.
- If travel arrangements are needed, such as airfare, hotel or driver, discuss the arrangements with the speaker early and clarify who will make the arrangements and how travel will be paid for (i.e. will the speaker pay first and then be reimbursed, will the university make all arrangements, etc.)
- If hotel arrangements are made, it is nice to provide a hospitality gift in the speaker's room, also include information on the event, a copy of the agenda, a guest list, etc.
- Provide the speaker with clear directions to campus, directions on where to park, how to access building via a campus map, etc.
- If the speaker is driving to campus, arrange for parking and, if appropriate, a reserved space in the parking lot/garage.
- Have an official university representative meet and greet the speaker. Escort the speaker to the appropriate place.

Staging/Audiovisual

- Discuss with client if a "green room" is necessary – if one is used, provide refreshments, a mirror and copies of the program.
- Ensure that room temperature water with no ice is available for speakers on stage/at lectern.
- Make sure the lectern has a light so the speakers can read their notes and, if possible, a light focused on the lectern so the speaker will be visible to the guests, even if the room is darkened.
- Remember that speakers stand upon a "podium" or platform riser and speak behind a "lectern".
- If the speaker is providing his or her own audiovisual equipment, be sure it is compatible with the audiovisual equipment you provide. If you are unsure, ask your audiovisual technician.
- Be clear who is running the audiovisual presentation, whether the speaker will via remote, or whether they will ask an audiovisual technician to do so.
- If a screen is used, make sure the speaker can see the screen from where they will present.
- Always have an audiovisual technician available at speaker rehearsals/presentations to troubleshoot problems.