Arranging for a Speaker

Name of Session _____

Checklist	Person Responsible	Deadline	Done
Determine who the speaker is			
Contact the speaker			
Outline the following:			
• program agenda			
• session content			
• additional information (website, blog, facebook or twitter page)			
• contract – informal/formal			
• salary and expenses			
• travel arrangements			
• accommodations			
• meal arrangements			
• location of the event (include a map and promotional material)			
• contact person who will be be meeting him/her at the event and their contact information			
• conference chairperson's name			
Request details concerning:			
• information for the person's introduction			
• how the person would like to be introduced			
• do they require any special equipment (adapters, special cords, lapel microphones/head set)			
• any hand signals/cues the person will be using			
• any presentation tools needed (flip charts, etc.)			
• room layout			
• handouts/photocopying			
Assist the speaker			
• greet the person			
• show the person to the room			
• check that all the equipment is there and operating			
• load the presentation prior to start of session			
• introduce the person			
Don't forget to:			
• thank the person and present a gift			
• have the person sign payment form			
• pay the speaker			
• prepare the cheque			
• mail the cheque			
• complete the form for payment			