

SPEAKER/PRESENTER WORKSHEET

Speaker Information

Name of speaker _____
 Department/School _____
 Contact person _____
 Phone number _____
 Alternate phone _____
 "Day of" phone _____
 Fax number _____
 Address _____

 Email _____
 Presentation title _____

 Presentation date _____
 Presentation time _____
 Presentation length _____
 Presentation location _____
 Participation confirmed Yes Date __/__/__
 Will have a guest list Yes No
 Diet restrictions Yes No
 Request rehearsal Yes No
 Who will greet speaker _____

Requirements

Lectern Yes No
 Microphone Yes No
 - Type Lavalier Lectern mic Handheld
 Data projector Yes No
 - Mail disk with presentation Yes No
 - Bring own laptop Yes No
 Slide projector #..... Yes No
 - Slide tray #..... Yes No
 Video playback equipment Yes No
 - Format VHS DVD Betacam
 Laser pointer Yes No
 Who will run a/v presentation _____

Checklist

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

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. so no misunderstandings take place.
- 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. Make sure if any editing is done it is reviewed with 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 they will be paid for, i.e. will 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 their room, including information on the event, copy of the agenda, 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 their parking and, if appropriate, a barricaded space in the parking lot/structure.
- Make sure the speaker is met and greeted by an official representative of the university to escort them and provide them with guidance.

Staging/Audiovisual

- Discuss with client if a "green room" is necessary – if one is used, provide refreshments, a mirror, and copies of the program inside.
- 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 any audiovisual equipment you are providing. If you are unsure, ask your audiovisual technician.
- Make sure it is 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 being used, make sure the speaker can see the screen from where they will present.
- Always make sure an audiovisual technician is available at speaker rehearsals/presentations to troubleshoot any problems.