**Guest Speaker Checklist**

Guest speakers can be a great resource! If a guest speaker will be presenting at your program, you need to complete the following checklist. Initial on the line next to each task when complete. Give completed form to your RD/AM.

**Prior to Event**

_____ Think about why you want to have a guest speaker? What do you want your residents to get out of the event? Write it here: _____________________________________________________________________

_____ Request your guest speaker 3 weeks ahead of time. Advanced planning = more availability. Don’t rely solely on e-mail to contact them. In some cases in may be better to speak with them on the phone or during their office hours. Don’t call two days before and expect them to be able to present.

_____ Make sure that your program does not fall on a date or time when you are on-call or working the desk. You may not be on-call or working the desk when you have a program.

_____ Be flexible about the date of your program. If they can't come on a Tuesday, maybe they can come on a Wednesday?

_____ If they don’t respond to you, contact your RD/AM for assistance. Don’t give up.

_____ Does your guest speaker need a data projector?
  - If yes, the resource room has a projector for check out. Make reservations here: [http://www.reslife.txstate.edu/resed/](http://www.reslife.txstate.edu/resed/). If the projector is not available on your date, you will have to re-schedule with your guest speaker. (Consider checking on projector availability in advance of contacting a guest speaker.)
  - If yes, do you have a flat wall where data can be projected? Does it have posters on it? Consider checking out a screen from the resource room as well.
  - If yes, is there an electrical outlet in your lobby? How far is it from where the data projector will be used? Consider checking out an extension cord from the resource room.
  - If yes, is there a table in your lobby that can be used for the data projector? Is it high enough to project onto a wall or screen? See your RD/AM for assistance.

_____ Does your guest speaker need you to make copies of something that they want handed out at the program?
  - If yes, obtain the file and give it to your RD/AM who can make copies of it.

_____ Invite your Assistant Director to your program via e-mail. (Your RD will be in attendance.)

_____ Confirm with the speaker during the week prior to the event.

_____ Make sure you know how to pronounce their name, their title, etc.

_____ Make sure that they know where the building is and that they know where to park. If construction is a factor around your hall, be sure they know how to get around it.

_____ Arrange for a time to meet them at the front door of your building because they do not have access.

**Day of Event**

_____ Set up the room where the program will happen. Arrange the furniture, set up the data projector and screen, plug the projector in, make sure it works, etc. If you are using a wall for projection, remove posters. Do all of this before the speaker arrives.

_____ If you have snacks, ask the speaker if you can get them anything.

_____ Start on time. Trying to get more residents to attend? Do this long before the speaker arrives, not after!

_____ Introduce the speaker.

_____ After introducing your speaker make a general announcement about turning off and putting away mobile phones. Additionally ask the audience to stay the entire time. If everyone in your audience doesn’t think they can stay for the duration, encourage them to sit in the back or encourage them to leave now.

_____ Supervise your audience. Don’t let any residents talk amongst themselves during the presentation, text, surf the internet, etc. Seek assistance from your RD/AM on how to handle these situations without creating a disruption during your program.

_____ RAs need to stay off their phones and attend the entire event. You may not be working the desk nor on-call.

_____ Thank the speaker for coming and allow everyone to express appreciation.

_____ Follow up with a thank you note, card, e-mail, or phone call to the speaker.