

**UNIT 2: Toolkit**

## How to arrange an external speaker

In every community, there are people who deal with issues of violence against women. You could invite someone to speak to a class, a small group or an assembly.

**WHAT YOU'LL NEED**

- Contact details for a local women's centre
- Speaker Request Form
- Speaker Checklist
- A venue for the talk or presentation
- Any equipment requested by your speaker
- Water, fruit juice, tea or coffee for your speaker

**HOW TO DO IT**

Decide as a steering group what kind of presentation would be best (e.g. a question and answer presentation, a talk followed by questions, a panel discussion) and which organisation(s) to approach.

Ask the teachers on the steering group to confirm that the school is happy for you to invite the speaker and use the room, and check if there are any health and safety regulations you need to observe.

Make any necessary arrangements for booking and setting up audio visual equipment.

Confirm the date with the speaker, complete the confirmation form and send a copy to the speaker, to ensure that there is no confusion over time, day and place. Make sure you keep a copy for yourself.

Arrange to get posters and any other publicity prepared well in advance.

Read through the Speaker Checklist to make sure everything is ready.

Sort out who will meet, introduce and thank the speaker.