

**UNIT 2: Toolkit**

## Speaker Preparation Checklist

- How will students and staff be notified?
- Who will be responsible for publicising the event?
- What needs to be set up?
- Who will be responsible for setting up?
- Has any equipment been booked?
- Has the room been checked for electric sockets – is an extension lead required?
- Who will operate the equipment?
- Has the time, date, venue and topic been confirmed with the speaker?
- Who will meet the speaker on arrival?
- Where can the speaker wait to prepare for the session?
- Will refreshments be available for the speaker on arrival?
- Do you have a white ribbon for the speaker to wear?
- Who will introduce the session and thank the speaker at the end?