**SPEAKER CHECKLIST**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Speaker information**

* Name (as it should appear in all publications)
* Title (as it should appear in all publications)
* Company Name (as it should appear in all publications)
* E-Mail Address

*Speaker's Assistant*

* Name:
* E-Mail
* Phone Number:

*Speaker's on-campus contact:*

*Ask speaker's office for the following:*

* Electronic photo (.jpg or .gif)
* Biography
* Company website

**Discuss with the speaker and/or her office the nature and content of the speech**.

* Title of the speech?
* AV needs (including microphone, presentations, etc)
* Does the speaker have any particular dietary requirements?
* Are there any other special needs, requirements or requests of which we should be aware in planning for the speaker?

**Planning for speaker's time on campus**

* Determine when the speaker would like to arrive on campus.
* Does the Dean or Deputy Dean need to meet and the speakers?
* To request time with the Dean or Deputy Dean, complete the request forms on the Event Toolkit Website.
* Does the speaker require any specific security arrangements? (If so, we will need to contact Wharton Operations and Penn's Campus Police.)
* Would the speaker be willing to meet with representatives of the on-campus?
* Create agenda and share with speaker/assistant and the people speaker will meet.
* Create name tags for all appropriate people (e.g., speaker, anyone accompanying speaker, and student, administrative and faculty hosts, etc.).

**Speaker logistics**

* What time will the speaker arrival/depart from campus
* Confirm travel arrangements
* Will the speaker be travelling alone or will she be accompanied? If the speaker will be accompanied, what are the names and titles of those people?

**Day of speaker’s visit**

* Speaker's hosts at Wharton:
* Where is the speaker’s greenroom/touchdown space for in-between events?
* Who will meet the speaker and guide them through her meetings on campus?
* Who will handle speaker introduction?
* Who will handle Q&A session?
* Who will present gift?