# SPEAKING ENGAGEMENT CHECKLIST

**Date of Event:**

**Organization:**

**Name, Cell and Contact of Person That is Booking the Speaker:**

**Time of Event:**

**Venue Name, Address, Phone, Parking and Directions:**

**What is the average number of attendees?**

**What are the general demographics of the audience?**

**What time do attendees start arriving at your event?**

**What time should speaker arrive?**

**What time is speaker scheduled to speak and for how long?**

**May the speaker sell products and/or make an offer at the event?**

**Who should I email handouts to so that copies can be made prior to the event?**

**Is there someone who can assist with set up and sales?**

**Will food be served—and will this be while speaker is presenting?**

**Will the speaker be provided a meal?**

**Will a database of attendees be available after the event? If not, may\_\_\_\_ collect business cards in exchange for a raffle?**

**Please confirm the availability of a/v equipment and supplies:**

* **Microphone, Wired/Wireless:**
* **Projector/Screen/Laptop:**
* **Podium (if speaker wants this):**
* **Free WIFI on site:**
* **Flip charts/colored pens:**
* **Should speaker provide only thumb-drive for a powerpoint?**
* **Display Table for Promotional Material:**
* **Table for supplies or glass of drinking water:**

**What promotion is being done to announce the speaker and encourage attendance?**

**Is there anything required of the speaker to bring or supply?**

**Is it OK for the speaker to bring a guest?**

**Is it OK to record the presentation if the speaker so desires?**

**Name and cell phone contact of *On-Site Person* if that is different than the individual booking the speaker?**

**Is there a *Dress Code* for this event and if so, what would it be?**

**Mailing Address for a Thank You:**