

TOOLS

Speaker Checklist/Expectations

(Top part to be completed by the Guest Speaker coordinator.)

To help you prepare, we have created the following checklist of what is usually expected from guest speakers. Please contact me with any questions. Thank you for agreeing to be a guest speaker at **(school name)**.

<i>Speaker name and title:</i>	<i>Organization:</i>
<i>Date of guest speaker presentation:</i>	<i>Arrival time:</i>
<i>Location and room number:</i>	<i>Length of presentation:</i>
<i>Where to park:</i>	
<i>Procedures for School:</i>	
<i>Audiovisual or other equipment to be provided at the school:</i>	
<i>Guest Speaker coordinator name, phone and email:</i>	
<i>School contact name, phone and email:</i>	

Expectations:	Check:
<ol style="list-style-type: none"> 1. Speak or meet with the Guest Speaker to discuss the content of your presentation, including tips for making it interesting and informative for #th grade students. This typically takes 15-20 minutes. 2. Your presentation should include a personal introduction and a description of your personal career path as well as information about the industry you work in, the organization you work for and the education and training required to prepare for careers in your field. Based on your conversation with the coordinator, you may be able to make direct connections between classroom curricula and how they are applied in your work. You should plan to speak for about (## minutes) and allow (## minutes) for students to ask questions. 3. If possible, please share your presentation materials with the Guest Speaker coordinator, so that he/she can make sure the students are prepared ahead of time. If you have handouts to be copied, please provide those ahead of time as well. 4. Please provide a biographical summary so that you can be introduced properly. 5. The teacher or another school staff member will remain in the classroom during the presentation to assist with classroom management, if needed. 6. Students will be prepared with information about you and questions to ask. 7. It will be very helpful if you would complete the enclosed evaluation of your experience as a guest speaker within a few days after your presentation and return it to the WBL coordinator. <p>Thank you very much for agreeing to serve as a guest speaker. Please contact the Guest Speaker coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly.</p>	