PRESENTER’S SPEAKER CHECKLIST

|  |  |
| --- | --- |
| Topic Committee |  |
| Speaker’s Name |  |
| Speaker’s Topic |  |
| Speaking Date/Time |  |

 Date

|  |  |
| --- | --- |
| Bulletin Copy sent |  |
| Letter with attachments\* sent to the speaker |  |
| Audio Visual information sent to Phyllis G. |  |
| Is the speaker staying for lunch? |  |
| If yes, phone in lunch reservation for the speaker 651 220-4777 |  |
| If yes or no, notify Susie E. regarding lunch |  |
| Turn in Honorarium form to the office 3 weeks early |  |
| Final confirmation email sent to speaker and/or phone contact |  |
| Thank you sent to speaker after the presentation |  |

NOTES:

\*The attachments are: 1) The letter on AAUW letterhead, 2) The Audio Visual form, 3) Map and Photo of the Gale Mansion, 4) Release Form for Permission to Record.

THE DAY OF THE SPEAKER

 Done

|  |  |
| --- | --- |
| Pay for your lunch as soon as you arrive. Main floor hallway. |  |
| Pick up honorarium check in the second floor office. |  |
| Review *Tips for Presenters* sheet |  |