CHECKLIST 2025-2026

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

Date

|  |  |
| --- | --- |
| Bulletin Copy sent |  |
| Letter with attachments\* sent to the speaker. \* Tech Info, Release Form |  |
| If zoom, Permission to Record email sent to [office@aauwmpls.org](mailto:office@aauwmpls.org) |  |
| Is the speaker staying for lunch? |  |
| IN PERSON ONLY If yes, use online system to reserve spot for speaker: <https://signup.com/go/buScVkA> OR email [office@aauwmpls.org](mailto:office@aauwmpls.org) |  |
| Yes or no, notify Susie E. regarding lunch & dietary needs [serick1218@gmail.com](mailto:serick1218@gmail.com) |  |
| Notify Nan B. re speaker’s tech needs [n.beman@me.com](mailto:n.beman@me.com) |  |
| Turn in the Honorarium form to the office at least 3 weeks early |  |
| Final confirmation phone contact or email sent to speaker |  |
| Zoom link sent if speaker is not in person |  |
| Write introduction |  |
| Thank you sent to speaker after the presentation |  |

NOTES:

THE DAY OF THE SPEAKER

Done

|  |  |
| --- | --- |
| Pay for your lunch as soon as you arrive. |  |
| Check in at Presidents’ Table desk. Main floor hallway |  |
| Pick up honorarium check in the AAUW office. |  |
| Speaker should be on stage before your SHORT intro |  |
| Speaker should stop at the Membership desk for an envelope. |  |

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