

**Hosting an AAUW Speaker**

**Guidelines and Forms**

Checklist for AAUW member Host

Information for Speaker Form

Bulletin Copy Form

Release Form

Technology Information Form

Honorarium Form

Below are guidelines, a checklist, and necessary forms to help organize your speaker.

The AAUW logo above can be copied and used for communications.

Questions/comments – Jan Mosman, VP Programs janicemosman@gmail.com (612)419-1787.

Guidelines

Contact prospective speaker soon, even for spring dates.

When speaker accepts, mail or email Information Form, Release Form, and Tech Form. Return completed forms to Committee Chair or office, as noted.

Fill out Bulletin Copy Form and submit.

Reconnect with speaker three weeks or more ahead and deliver the Honorarium Form.

Confirm lunch, diet preferences, parking, and address any questions.

Reserve lunch for the speaker, guests and yourself.

Meet speaker upon arrival. Prepare introduction, pick up check, and send a thank you note.

If the AAUW president determines a weather-related emergency by Sunday night, your speaker is expected to appear on Zoom instead of at the Gale Mansion. The president will contact member hosts, the tech committee, and membership, so check email. Ensure speaker has the Zoom link, in the Friday AAUW email. Speaker can contact on-duty tech members. Ask speaker to log onto Zoom fifteen minutes early.

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