

Guest Checklist

- Discuss the idea with your principal
- Contact a speaker
- Establish what they will talk about or demonstrate
- Establish what they need from you and your students
- Set a Date & Time
- Provide directions to the speaker
- Establish a backup plan in case of speaker cancelation or your absence
- Have an emergency plan in place
- Gather materials requested by presenter
- Send speaker the engagement information sheet
- Arrange meals if applicable
- Remind your principal
- Contact other teachers if so needed
- Establish your expected behavior and rules with your students
- Funds ready if applicable
- Set the room up per speaker's needs
- Contact the speaker again to ensure their presence
- Perform a tech check/sound check
- Verify that you have everything in place they requested and make sure it works