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