

Guest Speaker Checklist

Quick tips to ensure a successful guest speaker presentation.

Before the Guest Speaker Presentation

- ☐ Solicit a company and/or employer for a guest speaking opportunity.
- ☐ Identify all interested and 'well-aligned' teachers and confirm a school(s).
- ☐ Confirm participation with a partner, determine presentation needs, and provide volunteer application instructions.
- ☐ Share speaker bio or current organization and work title AND 'teacher tip sheet' with the teacher(s).
- ☐ Create and share attendance sheets with teachers to ensure WBL Data is tracked for the opportunity.
- ☐ Provide employer volunteers with a 'speaker's guide' to help provide structure and resources if needed.
- ☐ Let speakers know where to park and share any visitor procedures they need to follow.
- ☐ Confirm the speaker has completed the volunteer application process, if so, share the approval letter with teachers and all other necessary school staff.
- ☐ Make sure the employer volunteers are supported and prepared. Share questions to expect and encourage them to create an engaging and interactive presentation—using visuals and props if possible.
- ☐ Arrange for someone to meet the speaker when they arrive, and escort them to the classroom.
- ☐ Email a reminder to all parties involved the day before the event.

After the Guest Speaker Presentation

- ☐ Share the guest speaker survey with students, teachers, and partners. Review feedback from guest speakers and teachers and summarize results. Make recommendations for improvements.
- ☐ Send thank-you notes/emails to guest speakers and encourage them to participate in additional opportunities.
- ☐ Confirm WBL data was collected and entered into platform or google sheet.
- ☐ Take pictures from the guest speaker presentations and provide them to the companies for their websites or newsletters. Ensure you have signed releases for all photos.