

## Checklist for Guest Speakers – Event Planner

Ensure space is confirmed before scheduling/inviting a guest speaker or advertising an event

<b>Event Name</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	
<b>Room:</b>	
<b>Speaker:</b>	
<b>Title of Presentation:</b>	
<b>Length of Presentation:</b>	

### To Do

- Confirm event space
- Confirm speaker
- Arrange air/lodging/transportation
- Arrange parking
- Arrange meals (breakfast, lunch, dinner, reception)
- Contract/signed
- Arrange payment
- Confirm speaker needs
- Schedule technical run thru
- Confirm speaker directions
- Proof bio/photo for signage/emcee/programs
- Determine emergency plan (if speaker cancels)
- Arrange for shipped/stored materials
- Invitations
- Room set up with venue coordinator
- Contact University Event Services with speaker information for publication purposes

## Speaker Information

Speaker:	
Travel:	
Hotel Accommodations	
Special Dietary or Accommodations:	
Speaker Fee:	
Deposit:	
Parking:	
Materials:	
Cell Phone:	
Contact:	
Email address:	
Mailing address:	
Photo:	
Bio:	
Other publicity materials:	

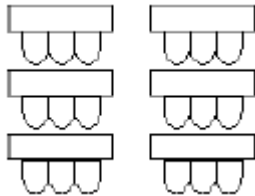
### Audio Visual Preference

- Computer PC
- LCD Projector
- PowerPoint Clicker
- Microphone – Label
- Microphone – Hand Held
- Microphone – Headset
- Computer – MAC
- Podium
- PA/Sound System
- TV/DVD
- Dry Erase Board
- Easel
- CD Player

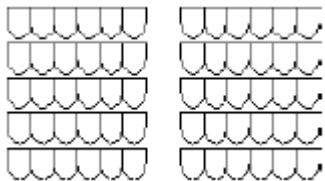
# Illinois State University Event Services

## Set up Preferences

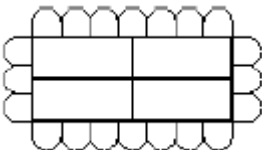
Contact with Bone Student Center  
Contact with Alumni Center  
Contact with Scheduling if using classroom



**Classroom style**  
Rows of tables with 2 or 3 chairs at each one, with tables arranged to face the front of the room. Appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience.

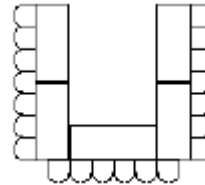


**Theater style**  
Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Maximizes meeting room space utilization. Theater works well when the audience needs to take minimal notes and/or the presentation is 2 hours or less in length.

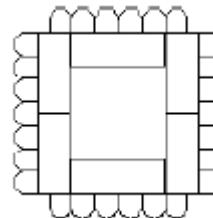


**Conference style**  
Six-foot or eight-foot conference tables clustered in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables. Small "brainstorming" sessions when the

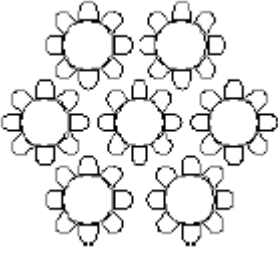

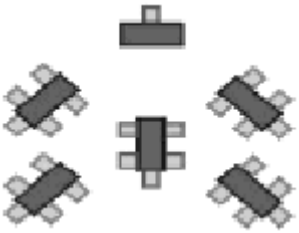
group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.



**U-Shape**  
Six- or eight-foot conference tables placed end to end in the room to form the shape of a U. Chairs are placed around the outside of the U. Small groups that require conversations between the presenter and audience, as well as conversations between the participants.



**Hollow Square**  
Six- or eight-foot conference tables placed in a rectangular outline with open space in the middle. Chairs are placed around the perimeter of the square. Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.

	<p><b>Banquet style</b> Used for food functions, standard round tables of either 60 or 72 inches in diameter are used to seat 8 to 12 people.</p> <p><b>Half Moon Rounds</b> Seating around half of the table so all are facing towards the front with no one's back to the presenter.</p>
	<p><b>Chevron or "V" Shape</b> The chevron arrangement allows discussion among small groups of participants during or immediately after a larger group activity. Chevron creates a more enclosed type of feel for the presenter and audience.</p>
	<p><b>Herringbone</b> Appropriate when the meeting is an informational type presentation. The presenter is providing the information, with some dialogue with the audience. Herringbone creates a more enclosed type of feel for the presenter and audience.</p>