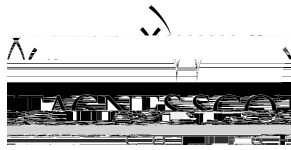


Speaker Packet Checklist

Within this packet are the following documents to be used in the planning of your speaker event.

- Speaker Event Planning Checklist
- Sample Memorandum of Understanding and/or Sample Contract Letter (to be used if a speaker does not provide their own contract)
- Photography and Audio/Video Recording and Distribution Release Form
- Speaker Viewpoint Statement
- Speaker Remarks Accessibility Guidelines
- Video Sharing Disclaimer



your event budget to see if all expectations and goals had been met. If you have questions, talk to your budget manager or Bobby Surillo in Accounting (rsurillo@agnesscott.edu).

SPEAKER EVENT PLANNING CHECKLIST

DETAILED INSTRUCTIONS AND TIPS

To ensure you have a successful event, consider the following details which will guide you from the beginning planning stages to a completed, successful speaker event.

Outline the goals and objectives of your event. What do you want your audience to take away from the event? How can the speaker impact the overall experience for your group?

Identify your budget. How much is allotted in the budget for a speaker? Take into consideration any additional expenses that may be incurred such as flights, hotel, ground transportation, and miscellaneous expenses.

: **Brainstorm the type of thought leader** you would like at your event based on the steps above. The message you would like to convey to your audience, the budget you have to finance speaker fees, and travel are vital components.

: **Collaborate with your**

- b. If you plan to make an audio or video recording of the speaker, they need to sign the [Photography and Audio/Video Recording and Distribution Release Form](#). Please see the [ASC Video Recording Policy](#) if you would like Media Services to record the event.

Review the [Campus Calendar](#) to determine best available date, then **Submit event date and details to the Campus Calendar**. Go [HERE](#) for calendar submission policies and procedures. Contact the Office of Special Events at 404-471-6902 or emsevents@agnesscott.edu.

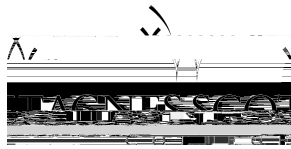
Collect m

dinner) to their transportation. Note that while the speaker is on-site, a member of your team should always be with them and ready to assist if needed.

Step 15: Follow up. When the event has passed, take a moment to follow up with your teammates, supervisors, and audience members to collect their feedback and takeaways from the event. Did the speaker presentation meet all standards? What was the best part of the program and how did it help accomplish your overall goals?

Step 16: Communicate back to the speaker. Let the bureau and/or speaker know how they did from helping you with logistics and handling to how the speaker's presentation impacted your group. Communicating expectations and thoughts is the key to ensuring a successful partnership in the future and continually securing great speakers for other events.

Step 17: Pay any outstanding items/invoices. Often enough, speakers and their representatives incurred expenses when traveling to the event. These expenses are typically sent to you within two weeks to be paid/reimbursed. Make sure all costs are covered and sent off. Then finalize your event budget to see if all expectations and goals had been met. If you have questions, talk to your budget manager or Bobby Surillo in Accounting (rsurillo@agnesscott.edu)P



SAMPLE
Memorandum of Understanding
Between
Agnes Scott College and XXXX

(must be shared with the speaker if they do not provide their own contract)

Purpose:

Contact Information:

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J J J J
BZa` Wj j j j
7_ S[^ J J J J

EbV\$] Wd/ZVdW S^WUS^W J J J fi
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Scope of Work:

I. Sample - Speaker will arrive *F da , N e be 17, 2020 a d de a M da ,*
N e be 20, 2020. The c e d c de he f g F c a h g
be ded a . G d a a a ea e .

Details and/or Schedule

Special Instructions

4WSeobW[X]USe` WWW

- II. ASC will ensure the following (details and timeline)
- III. Timeline to begin and end work/service/activity.
- IV. ASC will pay Decorator a total of \$XXXX for all aforementioned successfully completed services in full by Monday, November 22, 2017.

Signatures:

J J J J J † EbV\$] WdEbV\$] [Y 3YWUk

6 SFW

J J J J J † 3E5 H[UWbWVWfXadJ J J J

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SAMPLE Contract Letter

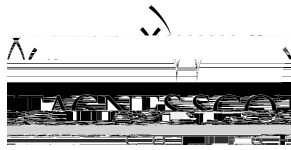
(must be prepared for the speaker by sponsoring department if the speaker does not provide their own contract)

Date

Dear XXXX,

General introduction - I am delighted that you have agreed to be the distinguished alumna guest writer at Agnes Scott College's 46th Annual Writers' Festival, April 6-7, 2017. We are very excited about your participation in the festival. Demetrice Williams, copied above, will contact you to make all travel arrangements when we get closer to the festival. This letter will serve as your contract for the festival. Please sign and return to Ms. Williams by DATE. Failure to return this agreement by ~~the date~~ ^{the date} ~~will~~ ^{may} impact your participation and Agnes Scott College's ability to fully promote your participation.

Share information about the program they are participating in - As you know, the Writers' Festival (<http://www.agnesscott.edu/writersfestival>) is the oldest continuing literary event in Georgia and one of the oldest in the southeast. Recent guests have included Julia Alvarez, Anita Desai, Paul Muldoon, Junot Diaz, Danzy Senna, Scott Russell Sanders, Paul Guest, Rita Dove, Percival Everett, Li-Young Lee, Chitra Divakaruni, Suzan-Lori Parks, Joy Harjo, Cristina Garcia, Gish Jen, Nick Flynn, Terrance Hayes, Tracy K. Smith, Chris Abani, Dani Shapiro, and Richard Blanco. The festival also features a statewide college and university writing contest in four genres (poetry, fiction, nonfiction, and the one-act play), the production of a festival magazine publishing the finalists' works, the two-day festival itself, and a book launch event.



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Speaker Viewpoint Statement

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A A C G
(must be shared with the speaker)

Welcome to Agnes Scott College! We are excited to host you on our campus as a guest and speaker. These suggested guidelines highlight ways in which guests and speakers can lead the way in proactively speaking inclusively and avoid pitfalls that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes. If you have any questions, please reach out to the [Gay Johnson McDougall Center for Global Diversity and Inclusion](#).

Agnes Scott College is committed to an inclusive, welcoming, and equitable learning environment for every member of our community. Agnes Scott's academic goals of teaching, research, and service

