Guest Speaker Checklist

 ✓ Establish date, time and location

 ✓ Send vendor information form to be filled out (Jenna)

 ✓ Reserve classroom or speaking space

 ✓ Are we paying for travel expenses?
   - Jenna: Create Travel Authorization/Travel Reimbursement
   - Jenna: Book hotel, flight, and other travel related expenses with P-Card

 ✓ Write email/letter to speaker stating (send Jenna a copy):
   - Date
   - Time
   - Location
   - Topic
   - Honorarium amount/expenses being paid

 ✓ Create flyers to publicize *(Needs to be submitted 3 weeks prior to event)*
   - Include full title of talk, location, and time.
   - Submit high-resolution photo of speaker
   - Bio/description of talk
   - Submit high-resolution artwork