



School Coordinator Guest Speaker Checklist

Before the Guest Speaker Presentation

- Solicit a company and/or employer for a guest speaking opportunity.
- Confirm participation with a partner, determine presentation needs
- Share speaker bio or current organization and work title AND 'teacher tip sheet' with the teacher(s).
- Create and share attendance sheets with teachers
- 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.
- 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.
- Report student reflections to individual tracking career artifacts.
- 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.