**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.

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