IHC A250 Speakers Bureau

Host Checklist

This suggested timeline and checklist of tasks can help you plan a successful A250 Speakers Bureau event. If you have any questions, please contact johanna@idahohumanities.org. Thank you for hosting, we value your partnership!

5 to 6 Weeks Before the Event:

- Select a speaker from our roster.
- Review our Host Guidelines so you understand your responsibilities, requirements, and funding options.
- Email johanna@idahohumanities.org to request contact info for the speaker.
- Coordinate a date and time with the speaker for the event. Discuss travel plans so you are prepared for the cost of their travel reimbursement.
- Reserve an accessible venue for the event that will meet your audience size and the speaker's needs.
- Apply online to host the speaker. Applications are reviewed on a regular basis, and you should hear back within two weeks.

3 to 4 Weeks Before the Event:

- Review event logistics with the speaker including:
  - Speakers' presentation needs (laptop, microphone, podium, etc.)
  - How much time speakers have for their presentation and how much time for audience questions. We recommend one hour.
- Promote the event
  - Post the event to your website and social media accounts. Tag Idaho Humanities Council on Facebook and Instagram so that we can boost your post.
  - Hang posters throughout your community at coffee shops, bookstores, community centers, etc.

- o Reach out to community groups who might be interested in the event.
- o Connect with local news and media outlets with a press release. Most have a link on their website where you can submit a story, or you can email their editor.
- o Invite community VIPs like the mayor, town council, legislative or congressional representatives.
- o Post the event on community event calendars. Most local media outlets and governments have event calendars on their websites.

1 to 2 Weeks Before the Event

- Confirm travel arrangements and event details with the speaker. Notify IHC of any changes.
- Use this QR code with the audience feedback survey on the event program, or share it on the event slideshow, or print it to display it at the event.
- Review this Intro Script and adapt it for your event.
- Send reminders of the event to those you invited.
- Make a final publicity push on your website and social media.

Day of the Event

- Meet with the speaker before the start time to check on the technology and microphones. Review how the event will run.
- Display the audience feedback survey QR code to attendees and instruct them to fill out the form after the presentation.
- Acknowledge the Idaho Humanities Council in your remarks.

Week After the Event

- Complete your final report in our online application system. Report on the number in attendance and your cost share for this event.
- Pay the speaker the $250 stipend and reimburse for their travel expenses.