

Guest Speaker Checklist

Speaker

Name _____

Postal Address _____

E-mail _____

Cell Phone _____

Aide

Name _____

Postal Address _____

E-mail _____

Cell Phone _____

Travel Details

Airline & Flight # Arrival _____

Airline & Flight # Departure _____

Hotel Reservations _____

Presentation Details _____

Speech Title _____

Date & Time _____

A/V Needed _____

Bio & Photo Requested _____

Bio & Photo Received _____