

Inviting Guest Speakers

Group 1

1. Locate a local or regional office for the organization your class has chosen for a guest speaker.
2. Contact the organization either in person, by e-mail, phone, or regular mail.
3. Explain to the organization the class objectives written by Group 2 (see below), and ask for speaker recommendations.
4. Contact recommended speakers, choose one, and set a date. Go over all pertinent information, including how long the speaker is to address the class, if there is to be a question and answer session, and if there are to be handouts for students. Give the speaker directions and a contact person. Tell the speaker where to go and who will meet him/her. Ask the speaker what equipment, if any, will be needed.
5. Send a letter to the speaker with all needed information, including date, time and length of speech, the class objectives, directions to the school and classroom, as well as a contact person with phone number, e-mail address, and street address. Be sure to mention what equipment, if any, you will have available.
6. Obtain photos, press kits, cassettes or videos for the publicity assignment for Group 3.
7. A few days before the speaker is due, contact the speaker to go over final details and see if the speaker needs anything.
8. Have the escort meet the speaker at the assigned place.
9. Write a thank-you note to the speaker.

Group 2

1. Write a list of objectives you would like the speaker to fulfill. For example, if the course is one in forest service, you might want a speaker who can address concerns about forest fires.
2. Write a list of questions you want to ask the speaker.

Group 3

1. Create posters, brochures, flyers, or other publicity information for students to generate excitement for the guest speaker. Also display the publicity information you obtain from Group 1.
2. If other classes are invited, send information to the school newspaper. Ask them to cover the speaker's talk as well as pre-publicity.
3. Remove all publicity information after the speech.