This checklist will assist in organizing an impactful Guest Speaking engagement with clear, step-by-step tasks. It covers setting goals, preparing necessary content and resources, and managing logistics to ensure seamless execution for a successful event!

Each activity may not require every item on this checklist. Adapt each step to fit the specific needs of your event.

4-6 WEEKS BEFORE
- ❑ Establish event goals and objectives, e.g.
  - ❑ Future Ready Skills skill focus
  - ❑ Target audience and career pathway(s)
  - ❑ Number of students and interviewers
- ❑ Confirm event logistics
  - ❑ Time/Date & Location
  - ❑ Delivery mode (in person vs. virtual)
- ❑ Develop sample interview questions and evaluation criteria
- ❑ Collaborate with NAF staff as needed

3-4 WEEKS BEFORE
- ❑ Send calendar hold to all attendees
- ❑ Confirm volunteer availability and assign student(s)
- ❑ Establish support roles and develop interviewing run of show
- ❑ Confirm special needs or accommodations of all attendees
- ❑ Share resume and cover letter guide and sample(s) with students
- ❑ Review professional dress guidelines and personal branding
- ❑ Share background information with volunteer(s)
  - ❑ Student grade level
  - ❑ College/career interests
  - ❑ Future Ready Skills focus areas
- ❑ Request bio and headshot of volunteer(s) (optional)

2-3 WEEKS BEFORE
- ❑ Collect student resumes in advance
- ❑ Finalize run of show and event structure, e.g.
  - ❑ One-to-one, panel, or group format
  - ❑ Virtual requires conferencing platform link
- ❑ Schedule prep call for all volunteers
  - ❑ Provide sample questions and evaluation criteria

1-2 WEEKS BEFORE
- ❑ Start preparing students for event engagement, e.g.
  - ❑ WBL Research Prep Activity
  - ❑ Student Thank You Note Template
  - ❑ Sessions on professionalism and responses
- ❑ Create activity in WBL Tracker including
  - ❑ All partners and volunteers
  - ❑ Participating academy(-ies).
- ❑ Send final logistics and event reminders to volunteers

EVENT DAY
- ❑ Arrive 20-30 minutes early (if virtual, sign on early)
- ❑ Set up interview stations (if virtual, breakout rooms)
- ❑ Encourage volunteers to share verbal and written feedback using
  - ❑ Sample interview questions
  - ❑ Evaluation criteria
  - ❑ Skills Feedback Survey
- ❑ Track student attendance and add to WBL Tracker
  - ❑ Have students use QR code to sign into event –or-
  - ❑ Manually add students to the activity
- ❑ Provide WBL Tracker Reflection Form Instructions to students (they complete it after the event and must log into NAFTrack Students to access it)

1-2 DAYS POST-EVENT
- ❑ Remind students to complete WBL Reflection Form
- ❑ Send thank-you notes to stakeholders, including
  - ❑ Event highlights and images
  - ❑ Initial student feedback from WBL Tracker
  - ❑ Social media posts
- ❑ Schedule debrief meeting with all stakeholders, including
  - ❑ Prepared agenda
  - ❑ Highlights and areas for growth
  - ❑ Next steps and future volunteer opportunities

UP TO 1 MONTH AFTER
- ❑ Share reflection form feedback with stakeholders once all students have completed.