



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
 - number of attendees
- Confirm event logistics
 - Time/Date & Location
 - Delivery mode (in person vs. virtual)
- Collaborate with NAF staff as needed

3-4 WEEKS BEFORE

- Send calendar hold to all attendees
- Communicate school safety and security protocols
- Establish support roles and develop run of show
- Confirm special needs or accommodations of all attendees
- Share background information on target audience:
 - Student grade level
 - College/career interests
 - Future Ready Skills focus areas
- Request bio and headshot (optional)

2-3 WEEKS BEFORE

- Finalize agenda and run of show
 - Virtual requires conferencing platform link
- Finalize content topics based on curriculum/learning needs.
- Schedule meeting to develop presentation (if needed)
- Determine required equipment & materials

1-2 WEEKS BEFORE

- Start preparing students for event engagement, e.g.
 - [WBL Research Prep Activity](#)
 - [Student Thank You Note Template](#)
- Create activity in [WBL Tracker](#)
 - Include all partners and volunteers
 - Include participating academy(-ies).
- Distribute and collect student media release forms
- Request branding guidelines/logos (if applicable), including:
 - Social media handles/hashtags
 - Logo placement guidelines
 - Marketing approval timelines

EVENT DAY

- Arrive 20-30 minutes early (if virtual, sign on early)
- Finalize tech setup (projector, mic, virtual login)
- 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)
- Support volunteer presentation and session flow

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, include:
 - 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.

