

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.

