|  |  |  |  |
| --- | --- | --- | --- |
| **American Camp Association** |  |  |  |
| **Speaker Management Responsibility Possibilities** |  |  |  |
| **Responsibility/Task** | **Either Volunteer or Staff** | **Staff** | **Volunteer** |
| Inquire about date availability | X |  |  |
| Share theme, session goals, outcomes, audience profile, venue, etc. | X |  |  |
| If applicable, inquire about remuneration expectations | X |  |  |
| Vet speaker | X |  |  |
|  Check references |  |  |  |
|  Watch online videos |  |  |  |
|  Check social media, blogs, web posts, etc. |  |  |  |
| If you have a match, call speaker and confirm dates | X |  |  |
| Negotiate honorarium and share expense parameters |  | X |  |
| Complete contract and forward to speaker |  | X |  |
| Ask speaker to provide a bio and photo | X |  |  |
| File dually signed contract |  | X |  |
| Send a deposit if applicable |  | X |  |
| Collect logistics needs including AV, room set, handouts | X |  |  |
| If providing lodging, make sleeping room arrangements |  | X |  |
| Get a copy of flight itinerary, if applicable | X |  |  |
| Touch base with speaker one week ahead of event. Confirm when speaker will arrive in specific venue, like the meeting room. | X |  |  |
| On-site | X |  |  |
| Perform an AV check with speaker in the room where presentation will be made |  |  |  |
|  Collect and or distribute handouts |  |  |  |
|  Provide the order of events for the session |  |  |  |
|  Let speaker know who will be making introductions |  |  |  |
|  Thank speaker! |  |  |  |
| After event, pay any balance due including expense reimbursement |  | X |  |
| Share speaker evaluation results  | X |  |  |