

Speaker Chair Follow Up Checklist

- ✓ Schedule speakers and member spotlights 2-3 months ahead.
- ✓ Send schedule for speakers/guests upcoming speakers to the President the Friday prior to each meeting.
- ✓ Create a standard email template that will be sent to guest speakers as soon as they are booked. Email to include location and time of the meeting, and you will attach the speaker guidelines.
- ✓ Create a standard email template that will be sent to member spotlights as soon as they are booked. Email to include location and time of the meeting, and you will attach the speaker guidelines.
- ✓ One week prior to each meeting, you will call the guest speaker and member spotlight with a reminder and to offer assistance if they have any questions. And follow up with a copy of the first email you sent.
- ✓ Guest speakers will be given a thank you note and small token of appreciation which you will be responsible for obtaining.