

Booking a speaker



You have just finished your SU Committee Meeting and you've been tasked with booking the speaker for a visit to your group! Here are some helpful tips:

Initial Contact

DETAIL YOUR REQUEST

What are you wanting them to do?

E.g. Speak on the topic of Love for 20 minutes or lead the whole SU session (30-40 minutes)

So be clear on

- topic or passage
- length of time they have

INTRODUCE YOUR GROUP

Tell them a little about the group (age range, meet in the school assembly hall/a classroom)

AGREE YOUR FOLLOW UP

If they agree to come, tell them you will be in touch with them closer to the time to confirm details

One or two weeks before

TECHNOLOGY/SET UP

What equipment they will need?

E.g. projector, connecting cables - VGA/HDMI, speakers, a table, etc

ARRIVAL

What time should they arrive and where do they need to go?

Who will meet them when they arrive?

When they arrive

GREET them at the school reception (or organise for someone else to do so)

Know their name, tell them your name

HELP them to set up for their talk

Think through your introduction that you'll give before they speak

GIFT? Speak to your SU Leader/Teacher about a small financial gift to cover their costs