

INQUIRING MIND PROGRAM CHECKLIST

BEFORE THE EVENT

- Contact the speaker to confirm final arrangements.
 - Ask about any special requirements (audio/visual, chair, table, dressing room, etc.)
 - Ask if any suggestions are needed for travel/lodging arrangements.
 - Provide clear written directions to the program site.
 - Clarify how the speaker would like to be introduced.
 - Provide the speaker with information on expected audience size, characteristics, and the time frame for the program.
 - Request publicity information and photos from the speaker or download publicity information from the Humanities Washington website.

- Make sure that a microphone, lectern, and audio/visual equipment are available at the program site.

- Prepare and distribute publicity and press materials. (Be sure to acknowledge Humanities Washington and Washington State Legislature support on all materials.)

- Keep accurate cost-sharing records of donated time and services.

- Call the speaker again two weeks before the event and re-confirm all program details.

AT THE TIME OF THE EVENT

- Prepare the meeting space well before the program begins (furniture and equipment in place, microphone tested, drinking water provided for the speaker, adequate direction signs in place, etc.).

- Introduce the speaker and acknowledge the support of Humanities Washington and the Washington State Legislature (a suggested script will be sent to you before the presentation takes place).

- Make sure there is a sign in sheet for guests and audience members; you may download a template from the Humanities Washington website.

- Distribute audience evaluation forms to be collected upon conclusion of the program; you may download a template from the Humanities Washington website.

AFTER THE EVENT

- Within 30 days after the event return to Humanities Washington (**these must be returned in order to book again**):
 - Cost-Sharing Report
 - Booking Organization Program Evaluation
 - samples of publicity materials and press coverage
 - Audience sign in sheet and audience evaluations

- You may want to send a note of thanks directly to the speaker.

