

GUEST SPEAKERS

RESPONSIBILITY OF HOST

Room	A/V	Food	Judges	Host Workers	Comments
Varied	Yes	Varied	No	1	Requirements are determined by activity at which speaker will make presentation

√	When	Description
	Prior to Conference	IF a particular speaker is desired or if Host has any SUGGESTIONS on speakers submit recommendation to the district leader as soon as possible for consideration.
	Prior to Conference	Arrange for proper room set up and A/V equipment as required
	At SPDC	Insure that room is properly set up and A/V equipment is in place and working properly

RESPONSIBILITY OF District Leaders

√	When	Description
	NLT January	Identify functions at which speakers are desired. Identify possible speakers, contact. Contact should include information on Conference Dates, Location, event at which speaker is to make presentation, length of time allotted for presentation, travel funding arrangements (f not an individual who would normally attend), registration fee payment (by district or individual?).
	NLT January	Advise headquarters of name, address, telephone numbers, emails, etc. for use in sending them conference information. Additionally, please advise if speaker registration fee will be paid by the district or if he/she will need to pay.
	NLT End of February	Contact speaker again and reconfirm he/she will be attending. Obtain title of presentation and A/V equipment needs. Advise headquarters.
	NLT 10 days prior to SPDC	Re-Confirm attendance, title, and A/V equipment requirements. Inquire about travel plans and arrange for someone (a specific member of the district) to meet him/her at airport/hotel as deemed appropriate.

RESPONSIBILITY OF Headquarters

√	When	Description
	NLT January	Post info on the web
	As soon as possible	Send speaker conference information
	NLT End of February	Add information to agendas
	NLT March	Advise Host of final A/V Equipment requirements

NOTE: Since the Awards dinner on Saturday consumes a large block of time, it is recommended that special topic speakers be avoided at this function.