



# Guest Speaker Checklist



## Planning Phase

Identify the purpose of the guest speaker

Select a speaker

Confirm date, time, length of visit, and format (in-person or virtual)

Share classroom expectations, grade level, and student background with the speaker

Discuss technology needs

Obtain any required school approvals or visitor forms

Prepare students with background information about the speaker

Review appropriate behavior, professionalism, and question-asking expectations

## Implementation Phase

Test technology and room setup

Greet the speaker

Introduce the speaker

Monitor time

Facilitate student questions and discussion

Thank the speaker at the end of session

## Evaluation Phase

Have students reflect on what they learned

Send a thank-you note to the speaker

Save the speaker's contact information for future partnerships

Complete Chapter Excellence Program application