



Speaking Engagement Checklist: _____

Today's Date:	
Event Name:	
Event Date:	
Event day of the week:	
Event start time:	
Time of remarks by	
Event end time:	
Location: Room number or Zoom link or other virtual conferencing link	
Contact on the event day: Name, title, cell phone, and email of contact person	
Person completing this form (if different): Name, title, cell phone, and email	
Host or sponsor:	
Nature/purpose of event: What is the purpose/objective of this event? Is this part of a larger event such as a conference?	
Audience nature & size: How many are attending? Any VIP's, including MIT faculty, staff, and students, in attendance to be aware of? Has spoken to this group before? If you could, please send us a list of attendees.	

<p>Set-up of gathering: For example, if this a webinar, will there be breakout rooms? How will Q&A be handled (e.g., will questions be submitted in real time or will the moderator ask for them in advance)? If this event is in-person, how will the room be set up (e.g., stage, podium, etc.)?</p>	
<p>Program and pace of event: For example, 6:15pm student performance; 7 pm speaks, etc. Please include identification of speakers, in order, and their roles. For example, Dean X will welcome the crowd, Dean Y will discuss accomplishments, will introduce VIP speaker, etc.</p>	
<p>How long should speak?</p>	
<p>Whom should thank and/or recognize? Please include names, titles, organization names, pronunciations of names that may be unfamiliar, etc.</p>	
<p>Is there other background about the event, program or those being honored, that should have? Please include or attach any supporting documents (agenda, bios, event website address, etc.), when returning this form.</p>	
<p>Speaker bio, photo, introduction: Please let us know if we should provide you with a bio, photo and/or introduction for</p>	



Below, if applicable, please provide suggested remark themes as well as specific talking points for

It is helpful to have specific direction and content, even for brief remarks. Please include names of any colleagues whom we could contact as a resource to discuss the themes and talking points. Please provide as much detail as possible.