

Explanation for Speaker Checklist

It has come to our attention that some speakers are not being taken care of when they are invited to speak. Some do not know who their contact person is. Some do not know how long they are to speak. One was told after she arrived that she could not speak on the topic she had chosen! Can you imagine that?

While we know that this is not happening with *every* Lighthouse or Area Team, if it is happening with only one, that is one too many. Wouldn't you agree?

To help us all treat our invited guests with the respect and honor they deserve, we have developed a checklist that may be more detailed than you need. It will help you help your invited guests know how to prepare and to know what is expected, who to call in case of an emergency, what they can expect from you as far as honorarium, travel expenses, overnight accommodations, and meals. The checklist will also help you to have the equipment that your speaker needs before she arrives.

Feel free to add any other items we may have forgotten to the list.

Invited Speaker Logistics & Communication Checklist

For Use by Lighthouse, Area, or Regional Teams

Speaker name: _____

Event/date: _____

Primary event contact person for questions: _____

Phone and email: _____

1. Initial Outreach (as soon as speaker confirms)

- ☐ Confirm date, time, and total length of speaking slot (s) (talk + Q&A + prayer)
- ☐ Confirm topic/title and any specific understanding needed by local, area or regional leaders
- ☐ Send via email a short AV/logistics questionnaire **IF** AV is available at gathering (covers items in Section 2 below)
- ☐ Confirm if there will be an honorarium, travel reimbursements including car, flights, luggage, food while traveling, all reimbursement details in writing on email to speaker. Confirm transportation and/or housing with all names, addresses, etc.
- ☐ Ask how to address any financial checks (to a person? A ministry name? etc.)
- ☐ Ask for a bio and headshot for the program/introduction/flyer, etc.
- ☐ Ask if they're bringing books or materials to sell/distribute or other handouts. How big a table? Is there a need for a chair behind table? Will speaker provide person to cover the table along with a money bag or does the team need to provide someone to man the table and provide change?
- ☐ Is the speaker being invited to a dinner the day before to meet leaders or? IF so, where, when, expectations? Will the speaker be taken to lunch/dinner after the meeting?
- ☐ Who will close the meeting and how will be speaker be involved in ministry time?

2. Audio & Visual Needs

- ☐ Microphone type needed:
 - ☐ Lavalier/lapel (clip-on, hands-free)
 - ☐ Handheld
 - ☐ Headset
 - ☐ Podium-mounted (stationary)
 - ☐ None needed (room size doesn't require it)
- ☐ Speaker position during talk:
 - ☐ Standing at podium/lectern
 - ☐ Standing, roaming with handheld/lapel mic
 - ☐ Seated (panel, interview-style, behind table)
 - ☐ Seated at desk with laptop/notes

- ☐ Equipment needed:
 - ☐ Laptop — theirs / provided by venue/ what brand?
 - ☐ Slide advancer / remote clicker
 - ☐ Laser pointer
 - ☐ Document camera or whiteboard
 - ☐ Audio or video playback during talk
- ☐ Connection type required:
 - ☐ HDMI
 - ☐ USB-C
 - ☐ VGA
 - ☐ Mac adapter (specify which dongle they need to bring or that you'll provide)
 - ☐ Wireless presentation system
 - ☐ Wifi access (get login info ready to hand over)
- ☐ **AV operator assigned:** Names: _____ Contacts: _____
 - ☐ Confirm whether speaker advances their own slides or hands this off
 - ☐ Confirm who unmutes/adjusts mic volume live if needed
- ☐ **Tech check/rehearsal scheduled if available:** Day and Time: _____
- ☐ Location: _____
 - ☐ Test mic levels
 - ☐ Ask if the speaker(s) wants a run through slides/videos. If so, ask how much time is needed.
 - ☐ Confirm room acoustics/speaker volume - and if video from back row check visual and sound

3. Day-Of Logistics

- ☐ **Arrival time requested:** _____ minutes/hours before start
- ☐ Parking instructions sent (or parking pass/validation arranged)
- ☐ Check-in location specified (front desk, stage door, etc.)
- ☐ **Green room/holding area available** Yes — Location: _____ No __
- ☐ Water (and any other refreshments) available at podium/sest or throughout day(s)
- ☐ Dietary restrictions noted, if a meal or reception is involved

4. Host / Handler Assignment

Assigned host person for the day(s) to speaker: _____

Email: _____

Phone: _____

This person's responsibilities:

- ☐ Greet speaker on arrival and escort them in
 - ☐ Help carry in books, materials, or equipment
 - ☐ Show them restrooms, green room, water, and the stage/podium
 - ☐ Introduce them to AV and other leaders
 - ☐ Stay reachable to track down anything missing or forgotten
 - ☐ Give time cues during the talk if needed or asked to do so (e.g., 5-minute warning)
 - ☐ Walk speaker to any meal, reception, or book-signing or product table afterward
 - ☐ See speaker off / confirm they have what they need to leave!
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5. Materials & Promotion

- ☐ **Bio/intro text finalized — who will read the introduction:** _____
 - ☐ **What is introduction content desired** _____
 - ☐ **Slides, videos or digital handouts received by:** _____
 - ☐ **Book sales/signing table needed Yes ___ No ___**
 - ☐ **Staffed by:** _____
 - ☐ **Recording or photography permission confirmed with speaker!**
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6. Final Confirmation (send ~1 week before)

- ☐ Recap of date, time, location, arrival time
 - ☐ Final run-of-show/agenda attached
 - ☐ Host name and day-of cell number provided to speaker
 - ☐ AV contact name(s) and day-of cell number provided to speaker
Note: if a last-minute change happens, inform speaker
 - ☐ Speaker's day-of cell number collected
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Quick Reference for Day of Event (print/share separately)

Item	Detail
Speaker arrival time	
Host name, email & phone	
AV contact & phone	
Microphone type	
Room/stage location	
Talk length / Q&A length	