



Speaker Checklist

It is recommended to discuss the following items with those coordinating the Aggie Muster ceremony to best prepare and tailor remarks for the event and audience.

Event Name:

Event Date:

Event Time:

Event Location & Address:

Event Hosted By:

Primary Event Contact

Name

Primary Phone

E-mail

Preferred Contact & Cell Phone Number on the Day of the Event

Secondary Contact & Cell Phone Number on the Day of the Event

Expected # attendance:

Attire is: Casual/Business/Formal

Suggested length of remarks (minutes):

Who will introduce the speaker?

BACKGROUND FOR REMARKS

What is the run-of-show/agenda/program order?

Is there a meal?

Outside of those on the roll call, will anyone specific be recognized or honored? What will they specifically be recognized for?

Tone of event:

Any specific items to cover other than the speech?

GENERAL

Who is the audience?

Is there anyone of special significance in the audience?

Does the speaker have any personal stories related to the audience?

Will the speaker be on a raised stage? Will a podium be available?

Is the room equipped with a microphone?

Will a photographer be present? (please include contact info)

Does the venue have a projector? Laptop hookup? Internet availability? Sound?