

## Hosting a Speaker Program Checklist

Thank you for your interest in our Speakers program! Be sure to check off the points on the list below to successfully host a Delaware Humanities Speaker event.

**BEFORE** completing the online request form:

- Select a program. Have you already hosted this specific program this cycle (November 1, 2017-April 20, 2018 or May 1, 2018-October 31, 2018)? If so, select an alternate program.
- Directly contact the Speaker and arrange a date and time.  
REMEMBER: If the Speaker is to be part of an event with a meal or meeting, the start time is when the Speaker begins. Speakers are not required or expected to sit through a meal or meeting.
- Ask the Speaker about their audio/visual needs.
- Check the calendar—if the event is to happen in less than 30 days, you must call Delaware Humanities first.

**AFTER** completing the online request form:

- Wait to hear back from Delaware Humanities before advertising. Funding is limited, and your program may not be approved. You will know of approval within 7-10 days of submission.

After being approved and **BEFORE** the program:

- Log into the application system and complete the Grant Agreement.
- Mail your check payment to Delaware Humanities (your grant agreement is also considered your invoice).
- Print out the audience evaluations (they can be found in #8 of the grant agreement and on Delaware Humanities' website).
- Contact the Speaker at least one more time to check in.

The **DAY OF** the program:

- Distribute the audience evaluations before the program starts.
- Introduce the Speaker and thank Delaware Humanities.
- Collect the completed audience evaluations.

**AFTER** the program:

- Log into the application system and complete the Program Coordinator Evaluation.
- Scan and attach your audience evaluations to your Program Coordinator Evaluation OR mail them to Delaware Humanities.