**Speaker Event Checklist**

### 1-2 Weeks before the Event
- ☐ Check the MBA and MBAA calendars for conflicts
- ☐ Reserve a room of space for the event
- ☐ Email mbaweb@uw.edu to reserve tables, chairs or stanchions
- ☐ Contact the MBAA Secretary with your event details to be added to the MBA Newsletter, MBAA calendar and MBA Events Calendar
- ☐ To record an event, contact the Foster Technology Center (techlab@uw.edu)
- ☐ Set up a Catalyst survey for RSVPs. Test that the survey link works, then send an event announcement email out to the Club member list and the Foster MBA lists.
- ☐ Post event notice to Facebook page, websites, listservs etc.
- ☐ Arrange catering if applicable

### 1-2 Days before the Event
- ☐ 1-2 days ahead of the event, close the Catalyst survey and make arrangements for food based on the # of member RSVPs. Make sure one of the Club leaders can pick up the food, if it isn't being delivered.
- ☐ Pick up a speaker thank you gift and parking pass from the MBA Program Office
- ☐ If the speaker will be using a PPT deck, email PACHELP@uw.edu to arrange for IT support (request to have someone there 15 minutes before the event starts to ensure that there are no AV issues).
- ☐ Prepare speaker bio for your introduction

### Day of Event
- ☐ In the early AM send reminder email to those who have RSVP’d to attend the event.
- ☐ If you are using any of the Foster School’s tables, stanchions, etc., go to the MBA Program Office to check out the key for the Storage room where they are kept (PCAR 196).
- ☐ Meet the speaker ~15 minutes before the event is scheduled to start. Provide them with parking reimbursement and run through event logistics.
- ☐ Afterwards thank the speaker and give them the thank you gift
- ☐ Clean up, take garbage to the outside waste containers between PACCAR and Denny Hall. Put away the table and return the storage room key to the MBA Program Office

### Post-Event
- ☐ Send thank you email or card to the speaker/request thank you letter from the Dean’s Office
- ☐ Complete Event Evaluation with event notes (date, speaker, # attended, costs, takeaways for future events, etc.).

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