Candler School of Theology

Guide for

Planning Events with Guest Lecturers

FROM 3 MONTHS OUT OR AT TIME OF BOOKING
- Initiate event with planning meeting. Event organizer, communications office, events office (if high-profile lecturer) and other stakeholders. Determine the goals and objectives of the event and develop the program and budget.
  - Invite speaker(s)
  - Book meeting space (if Candler/Cannon space, remember to include request for event services (if needed) on the space reservation form when requesting space)
  - Create and open registration
  - Begin publicity to target audience
  - Make travel arrangements for speaker(s) if needed

AT LEAST 5 WEEKS BEFORE MEETING
- Confirm menu, room setup and supplies in writing.
- Send speaker confirmation letter with presentation deadline, request for AV requirements, travel and lodging confirmation, lecture schedule
- Create handouts for electronic distribution
- Order signs and any printed materials.
- Email attendees agenda, suggested dress and other instructions
- Order gifts and amenities for speaker(s)

AT LEAST 3 WEEKS BEFORE MEETING
- Check with your speakers regarding the progress of their presentations, audiovisual and logistical arrangements.

AT LEAST 1 WEEK BEFORE MEETING
- Confirm all audiovisual requirements and produce slides.
- Confirm (72 hours in advance) guest count for meal and beverage orders
- Make a complete master set of all handouts
- Review details and walk through your meeting space visualizing setup

MEETING DAY
- Set-up
- Receive catering
- Make sure someone knowledgeable is at the registration table.
- Have extra name tags and program materials
- Water at speaker podium
- Clean-up