

COMPLEX EVENT CHECKLIST – GUEST SPEAKER

Event Name:

Date of Event:

Name of Guest Speaker:

SSI Organization Account:

- Walk me through your idea of the event.
- Can you tell me more about the guest speaker?
- What will they be speaking about?
- Is there a cost/contract for the guest speaker?
- What is your budget for the event?
- Will there be food at the event?
- Will the speaker be requiring a certain type of set-up for the event?
- Can we talk more about Public Safety's presence at the event?
- What are your maintenance/facilities/grounds needs?
- How is this being advertised?
- What is your estimated attendance?
- Who is your intended audience for the event?
- Will non-WCU members be at the event?
- How will your organization navigate possible pushback from others on campus and/or a protest outside of the event?
- Will the organization have to cover any travel/lodging needs for the speaker?

Are there any accessibility issues to be aware of at your event?