



Host Checklist – In-Person Events

Below is a full timeline and checklist of tasks to complete for a successful in-person Speakers Bureau event. These tasks are required unless otherwise marked. If you have any questions, please don't hesitate to reach the Program Manager at speakers@humanities.org. Thank you for your partnership!

5-6 Weeks Before the Event:

- ☐ Select a talk from our array of over 30 speakers, available here: [2024-2025 Roster](#).
- ☐ Review our [host guidelines](#) to ensure you understand your responsibilities and requirements, as well as your organization's funding options.
- ☐ Email the program manager at speakers@humanities.org to request the contact information for the speaker you are interested in hosting and which payment option your organization would like to use.
- ☐ Coordinate a date and time with the speaker for the event, as well as their travel plans. Speakers are reimbursed in full for all travel costs accrued for each event, including lodging, transportation, meals, etc.
- ☐ Secure a suitable venue for the event. The ideal venue can seat at least 30 attendees comfortably and has adequate ventilation, lighting, and internet connection.
- ☐ Submit an online application to host the speaker. Applications are reviewed on a quarterly basis, and a decision will be issued within ten business days of the application deadline.

3-4 Weeks Before the Event:

- ☐ Coordinate with the speaker to ensure that any presentation needs (i.e., computer, microphone, podium, etc.) they require will be available on the day of the event.
- ☐ Tell the speaker how much time you have allotted for their presentation and audience questions. We recommend at least an hour, but most in-person events average ~90 minutes.

Suggested Promotion:

- ☐ Post the event to your organization's website and various social media accounts. Tag Humanities Washington (@humanitieswa) on Facebook, Instagram, and Twitter so that we can help boost your post!
- ☐ We send a complete event poster when the event is approved! These posters can be printed and posted throughout your community at coffee shops, bookstores, community centers, etc.

- ☐ Reach out to any affiliate groups in your community who might be interested in the presentation topic.
- ☐ Reach out to local news and media outlets (newspapers, magazines, blogs, radio/TV stations) using our press release template. Most have a link on their website where you can submit a story, or simply send an email to the editor.
- ☐ Invite your legislative and/or congressional representatives to your event using our legislator invite template. Even if they do not respond, this is a great way to remind them that your organization is using a valuable public resource.
- ☐ Post to community event calendars. Many local media outlets and governments have event calendars with easy options to submit events.

1-2 Weeks Before the Event:

- ☐ Confirm travel arrangements and event details with the speaker. Promptly notify the program manager of any changes.
- ☐ Print out the QR code evaluation poster, emailed to the program coordinator along with the promotional event poster well in advance of the event date.
- ☐ Review the introductory script emailed to you the day before the event and fill in any missing fields with the relevant presentation details. This is a suggested script, so feel free to adjust as you see fit.

Suggested Promotion:

- ☐ Remind the various news outlets, representatives, mailing lists and other constituents you reached out to about the upcoming event date and time.
- ☐ Conduct a final publicity push on your organization's website and various social media accounts.

Day of the Event:

- ☐ Meet with the speaker prior to the start time to go over event logistics and check that all technology is working.
- ☐ Display the audience evaluation QR code to attendees. Please instruct attendees to fill out the form after the presentation. If you prefer to distribute paper evaluations, please note that hosts are responsible for inputting the audience data using the QR code form.
- ☐ Acknowledge Humanities Washington in both opening and closing remarks.

Week After the Event:

- ☐ Complete a short online evaluation at the link sent to you in your approval and reminder emails to let us know how the event went.

Honorarium and Travel Payments:

- ☐ If your organization is covering the speaker's honorarium, please pay the speaker directly.
- ☐ If your organization is covering travel costs in full, the speaker or Program Manager will send you a travel reimbursement form with all attached receipts. Please reimburse the speaker directly.

- ☐ If you were approved for a travel subsidy but travel costs exceeded the subsidy amount, we will notify you of the difference. Please reimburse the remaining amount directly to the speaker.