Club/Society Speaker Event Timeline & Details

The Alumni Association speakers list is filled with experts from all areas of the University who are willing to attend your club/society event. They are happy to share the advances and current research projects at Ohio State as well as views on world politics and history. Some favorite former athletes and current coaches can update you on the coming season for their team as well as community service they live by. A speaker can enhance a club event and become a signature event for the year.

Speakers are volunteers with, in most cases, full time occupations. Although they have agreed to be on our list, they may not always be available for your event.

Prior to the event

- Examine the reason you want a speaker, what is the message the club wants to convey - What is Ohio State doing today? Purposeful programming? How does it meet your tier requirements?
- 3 – 4 months in advance, submit request to your REO or Director of Societies. That means review the Speakers List at least 4 or 5 months prior to event. Submit using the request form.  
  o DISCLAIMER, a speaker may not be able to be provided. As well, speaker schedules can change and therefore club event date may need to change.
- Provide at least 4 choices for speakers.
- Speakers that are not on the list can not be provided.

When choosing a date

- Is this the appropriate event or time of year to have a speaker?
- Do not choose a holiday as your event date.
- Make sure to provide more than 1 date if at all possible. Preferably, at least 4.

When choosing a Venue

- Most speakers have AV requirements for PowerPoint, video or YouTube presentations. Choose a venue that is capable of providing not only a podium and microphone (lavalierre) but AV for above presentations.
  o Make sure there is a technician available to trouble shoot AV equipment.
  o Who is running the PowerPoint? Make sure a club member is available if needed.
- Do not book a venue that cannot support those AV requirements.
- Weather...If outside, have a plan “B” in case of rain, wind or snow.
- Is there plenty of parking? Do you have to pay to park? Is parking validated?
- Will venue/room accommodate the size of the group you are targeting?
- Is venue easy to find?
  o Signage
  o Map in invitation
  o Have greeters at the front door

Marketing

Use your Regional Support Specialist for the best promotion materials and timeline for you event.
**Courtesy tips**

- State on the request form what kind of event this will be. Do you have a special request for the speaker? Include on the request form. We will run it by the speaker but not all requests may be met.
- Greet speaker at the airport baggage claim and drive him/her to the hotel for check in. Wear your OSU gear and hold a sign indicating your group name.
- If the club event is a luncheon, be prepared to host the speaker for dinner if not leaving until the next day.
- If the speaker is spending the night, be prepared to host the speaker for breakfast and/or take the speaker to the airport.
- The speaker’s meals, as well as University staff, shall be paid for by the club.
- The speaker may need some quiet time before the event to rest or gather thoughts for their presentation.
  - **DO NOT** schedule any activities to fill free time. Please contact OSUAA, first, before scheduling any extra-curricular activities such as golf or site-seeing.
- Please contact the speaker a few days prior to the event to confirm any last minute changes. Other than that, work through OSUAA for any questions about food choices, AV equipment, etc...

**Suggested Agenda for a Club Dinner**

- Keep the agenda short as the audience may not have the tolerance to sit for more than 2 hours. A quick and smooth flowing event will make for a happy audience ready to come back for another event.
- Do not combine a speaker event with too many multiple functions i.e. student send-off, club business, elections, scholarship awards, community service event and so on. If having a speaker, the focus should on his or her message.
- Have a “Greeter” at the door who can also steer people to the correct room at the venue.
- Reception about ½ hour.
- Have photos with speaker and autograph signings during the reception.
- Have the speaker first on the agenda, he/she may need to leave to travel back home after speaking.
- Speaker should speak no more than 30 minutes, with 10 minutes maximum for Q&A
- Provide speaker phonetic spellings for any names of people he may be asked to introduce.
- Speaker is served dinner first whether plated service or buffet.
- Dinner service should last only a ½ hour before the speaker begins, speaker can begin while people finish their dinner – make sure to announce that fact.
  - If buffet, speaker can begin once last person has gone through the line
  - If a plated dinner, have salad, rolls and dessert already plated on the table
- Save club announcements to the end of the meeting allowing the speaker to leave if need be.
- If, presenting scholarship students with certificates at a meeting, contact Leslie Smith at the Alumni Association for the certificates.

**Sample agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>5:30 pm</td>
<td>Set up completed, be ready to open doors</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Registration, cash bar, reception, appetizers</td>
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<tr>
<td>6:30 pm</td>
<td>Welcome by club president</td>
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<tr>
<td>6:35 pm</td>
<td>Dinner &amp; Dessert</td>
</tr>
</tbody>
</table>
7:00 pm    OSUAA rep brings greetings
7:10 pm    Speaker introduced
7:15 pm    Speaker – 30 min, Q&A – 10 to 15 min
8:00 pm    possible Raffle announcement (1 or 2 items)
8:15 pm    Club announcement (next meeting time & date)
8:20 pm    event concludes (possibly sing Carmen Ohio)

**Follow up After Any Club Event**

- Send a survey after the event. We suggest Survey Monkey, 3 or 4 questions with a comment section is adequate. Report event survey results to REO.
  - Did you enjoy the event?
  - Would you recommend this event to another friend, alumni, family member?
  - Would you attend this type of event again?
  - Comments -
- Complete post-event report and attendance sign in sheet, send to REO.
- Send a note of thanks to the speaker, event coordinator, and venue.
- If applicable, complete form for reimbursement for incentive money for category events.