

Speaker: Please use this checklist to ensure all steps are completed regarding presentations.

Before conducting presentations:

- Satisfactorily complete **FCEF Speaker Certification Program**.
- Submit completed **Speaker Profile and Agreement** to FCEF.
- Submit completed **Speaker Non-availability Schedule** to FCEF.

Upon receipt of a presentation or program request:

- Submit completed **Presentation Request** from requestor to FCEF, preferably at least **30** days before the date of the presentation.

At least 4 weeks before presentation:

- As necessary, submit **Support and Materials Request** to FCEF.
- Confirm you will have access to required equipment and materials at the presentation location, such as:
 - Laptop computer(s)
 - Projector
 - Internet connection
 - White board/chalk board/ flip chart, etc.
 - Tables, easels, etc.

At least 3 weeks before presentation:

- If the assignment is over 1 day in length, requires overnight stay, and/or requires airline travel, coordinate with FCEF volunteer speaker liaison.

Week of presentation:

- Communicate with the presentation requestor or point of contact to confirm all details regarding logistics, equipment, and material.
- Confirm all required presentation materials, supplies, etc. have been received and will be available at the presentation location.

Day of presentation:

- Arrive at least one hour before the scheduled start time to ensure the location is ready, materials and supplies are available, and equipment is functioning properly.
- Before the presentation:
 - Have participants sign attendance roster (**non-military audiences only**)
 - Have participants sign **Permission to Use Photo or Video**.
- Following the presentation, provide presentation requestor/POC with **Program/Presentation Evaluation**.

Day following presentation:

- Complete and submit **Speaker Presentation Feedback** to FCEF.
- Complete and submit **Expense Reimbursement** to FCEF.