

## Outside Speaker Lecture Arrangements Checklist

(Updated 11/4/03)

1. As soon as topic and possible speaker decided (no later than 6 months ahead of time, preferably earlier)

Anne Fields, Lecture Committee Chair (2-2762, fields.179), makes initial contact about desired date

- Honorarium? Check with Joe Branin (2-6151; branin.1), Library Director; Betty Sawyers, Asst. to Director (2-4491; sawyers.1) or grant's P.I. Put in writing to the speaker, along with provisions for reimbursing for travel, etc.
- Usually held in Faculty Club Grand Lounge. **Betty Sawyers is contact with Faculty Club for all arrangements.**
- Tues., Wed., or Thurs. morning or afternoon, depending on speaker(s)' availability
- 9:30-11:30 am or 3:30-5:30 pm (Refreshments available at 9:30 or 3:30; lecture begins at 9:45 or 3:45)
- AV needs? Discuss with speaker. Reserve with Faculty Club when reserving space. OSUL supplies laptop and LCD projector (with remote mouse); rent screen from Faculty Club. **Be sure to ask about a podium and a microphone that can be used on the appropriate side of the room, i.e., mic cord will be long enough.)**
- Will need final title from speaker 4 to 6 weeks prior to event (for publicity and invitations) Possibly earlier if this is a nationally known speaker with wide appeal. Get list from Linda Gonzalez of publicity contacts and deadlines.

2. As soon as speaker commits to date (at least 4 months in advance, in order to reserve Faculty Club)

Betty Sawyers reserves Faculty Club Grand Lounge, set menu, reserve time on Library Director's and Executive Committee calendars

- Schedule seating for 60-100 (depending on speaker) with chairs to be arranged in semi-circle facing away from the main entrance (i.e, facing south). If particularly large group expected may want to arrange with speaker at west end, but this may cause problems if videotaping. Specify that blinds be closed to help with videotaping.
- Refreshments appropriate to time of day. Model on professorial lecture menus for afternoon speakers; continental breakfast-type fare for morning; Amount according to number expected—food for no more than about 35. Let Betty take care of this. *Final menu to Faculty Club due 1 month prior to lecture.*
- Be sure the lecture is scheduled on Director's and Executive Committee calendars and that Director will introduce the speaker. Betty Sawyers (2-4491; sawyers.1) can take care of this.

- Note: There is a \$400 penalty for cancelling/rescheduling F.C. once the contract is signed!
- If you plan on inviting OSU administrators, contact them individually by phone now. (Check to see who manages their calendars.) President Karen Holbrook: 2-2424. Interim Provost Barbara Snyder: 2-5881. Vice Provost for Academic Affairs Carole Anderson: 2-5881.
- Consider whether particular academic departments on campus should be invited, as well as members of OSU administration. Ask Chiquita Mullins-Lee (2-8999; mullins-lee.1), Communications Coordinator, to contact these people.
- Confirm date, reimbursement of expenses and honorarium in writing with speaker. Check with LaTina Moss in OSUL Business Office (2-1801; moss.3) to see how this has been handled in the past. For honorarium will need speaker's name, ssn, and home address.
- Make sure speaker knows time limits for lecture. If others will be sharing the podium, give each the other's contact information and suggest that they briefly contact each other ahead of time.

### 3. At least 6 weeks in advance

- Check with speaker(s) to see if they will be making their own travel arrangements, or if they would like us to do it. Marilyn Willhoff (2-4241; willhoff.1) can make arrangements when necessary. If a grant will be paying for any of this, Latina Moss in Business Office (2-1801; moss.3) is used to dealing with payments. Check with her, too.
- Marilyn Willhoff (2-4241; willhoff.1) should make hotel reservations for speaker(s), preferably at The Blackwell.
- Decide who will be eating which meals with the speaker(s), make sure this is on their calendars, and make meal reservations. Check with Latina Moss in Business Office (2-1801; moss.3) to see how to pay for meals (e.g., check out OSU procurement card.) Note: Dept. procurement card maximum is \$300. If Joe Branin will be dining with guest he may be willing to use his card which has a higher maximum.
- Begin publicity (see above), especially *liball*. Committee recommends that *liball* be sent a "save the date" e-mail 6 weeks in advance.
- For grant-funded lectures, information about all the sponsors must be included. (See model attached.)
- Consider off-campus groups to advertise the lecture to, e.g., OCLC, CO-ASIS, Kent State SLIS, etc.

### 4. At least 1 month before the lecture

- Verify availability of Joe Branin (2-6151; branin.1) both to attend and to introduce the speaker. Supply him with speaker's c.v. and any other information that might be helpful for composing introduction.

- Final menu due to the Faculty Club. AV requirements: confirm with Betty Sawyers that screen has been rented from Faculty Club and where it will be set up (south side or west side of room).
- Ask Betty Sawyers (2-4491; sawyers.1) to provide list of where the speaker's requested computer/AV equipment is available. Send online "Problem Reporting Form" (<http://www.lib.ohio-state.edu/Staff/forms/problem.php>) to OSUL IT Dept. requesting any computer equipment and set-up/take-down personnel for the lecture. Copy Gary Cox (cox.134). Include information from Betty about availability of equipment around OSUL, as well as SPECIFIC information from the speaker. For instance, will their presentation be stored on a Zip disk, etc. OSUL IT has no Mac laptops! HSL has two (check with Jenny Clark; 2-4851; clark.667).
- If lecture is to be videotaped, arrange with Ruth SESCO in Music Library (2-8498; sesco.3).
- Prepare flyer that can be used for e-mail and for posting on bulletin boards.

#### 5. 2 to 3 weeks before the lecture

- Confirm itinerary with speakers, including all details of who, what, when, where, etc. (meals, accommodations, etc.).
- Make sure we have details of flight numbers and times so that we can meet them at airport. Be specific about where we will pick them up.
- Confirm details of how they'll be reimbursed for expenses and the amount of honorarium.
- Remind people who will be eating with speaker and give them time/place info.

#### 6. Few days in advance

- Final notice on liball.
- Confirm with Gary Cox that someone will be at Faculty Club one-half hour ahead of time to bring equipment (if necessary) and to help set up. Make sure they will be able to retrieve equipment (depending on who it belongs to) after the lecture.
- Decide who on committee will be responsible for picking up speaker, transporting from hotel to Faculty Club, etc. Make sure speaker knows who it is, where/when to meet them, etc. (i.e., never assume anything!)

#### 7. Day of lecture

- Final e-mail to "liball" and notice in OSU Today should appear.
- If you aren't the one transporting the speaker to Faculty Club, arrive at Faculty Club at least ½ hour ahead of time to check on arrangements, especially computer/AV, and to greet the speaker.
- Post a sign on Grand Lounge door directing people to alternate entrance so latecomers won't disturb videotaping (and make sure FC staff hasn't placed refreshments in front of alternate entrance).

- Ask speaker to repeat audience questions and to use the mic throughout so sound can be caught on tape.
- Make sure speaker has water, coffee, whatever they need.
- See that speaker is escorted back to airport, hotel or wherever appropriate.

8. Day/week after lecture

- Thank speaker, Marilyn Willhoff, Gary Cox, and anyone else who helped out.
- Ask speaker if we can put PowerPt. presentations or other digital info on the committee Web site; also if we can print out hard copy for cataloging (if appropriate.)
- If lecture was videotaped, get the original from Ruth Sesco (2-8498; sesco.3). Have copy made [by ?]. Send the original and the copy, along with copy of any printed out materials, to Beth Russell (7-7463; russell.363) in Special Collections Cataloging. She'll have original sent to Archives (Tamar Chute; 2-3271; chute.6) and the copy cataloged and shelved in Main Mic.
- Give Betty Sawyers (2-4491; sawyers.1) any digital info to add to committee Web site.
- Announce on liball if video will be available and URL for any digital presentations.
- Jot down comments relevant to this checklist to be submitted to Lecture Committee chair. What could be streamlined? What needed extra attention?