Virtual Event Survival Guide: Plan, Build, and Host Successful Online Events (Chappell/Spicer)

SPEAKER CHECKLIST

Customize this speaker checklist to build a *Speaker Information Request* to provide you with all the information you need to build the session in your virtual event platform. Each speaker should submit one *Speaker Information Request* document.

Speaker Items

- ☐ Deadline for return of Speaker Information Request
- ☐ Speaker name (for Speaker Badge)
- ☐ Speaker job title
- ☐ Speaker company
- ☐ Speaker email address
- ☐ Speaker cell phone number
- ☐ Speaker biography (____ words maximum)
- ☐ Speaker company website
- ☐ Speaker social media sites
- ☐ Speaker tags (minimum ___ searchable words or phrases)
- ☐ Other:

  _____

  _____

  _____

Internal (Do Not Send to Speakers)

- ☐ Speaker account created
- ☐ Speaker login instructions sent
- ☐ Speaker request to populate profile sent
- ☐ Live: Speaker practice date/time set
- ☐ Simulive/on demand: recording edited/produced/uploaded
  - o Start slide applied
  - o Content cleanup completed
  - o End slide applied
  - o Sponsor/exhibitor logo applied
  - o Speaker website/social media links applied
  - o Video tested locally
  - o Video tested in virtual event platform

Other

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____