*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:

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## 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
  + Start slide applied
  + Content cleanup completed
  + End slide applied
  + Sponsor/exhibitor logo applied
  + Speaker website/social media links applied
  + Video tested locally
  + Video tested in virtual event platform

## Other

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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