

Presenter Checklist

(8/17/2019)

- 1) Contact speaker, explain meeting format, secure agreement and schedule date
- 2) Inform speaker about the RMA, providing website link: <http://greenwichrma.org/>
- 3) With speaker, go over questions the RMA would like addressed on his topic, prepare a title for the presentation.
- 4) Get bio information on speaker and a head shot for publicity and press release and give to Hollister or assigned writer. (Writers will contact presenters about six weeks before program date)
- 5) Ascertain A/V requirements and coordinate with the leadership of the projector team that runs the audio/visual equipment during the speaker's presentation. Be sure to inform the speaker that the meeting room is large and any text in slides should be in a large font. Too much text or detail on a slide does not work well. Invite the speaker to use the laser pointer on the day of the program.
- 6) Inform speaker of video recording of the presentation and seek his/her permission to do so. Explain it will be posted on the RMA website with unrestricted access and broadcast on local TV. E-mail the video release form to the speaker and ask him to read it carefully and to consider possible copyright or proprietary restrictions that might rule out our recording and airing the video. If he agrees, encourage him to sign it and bring it to the meeting. If he declines to be recorded, inform the video team so that they do not set up to make a video recording on the day of the talk.
- 7) Sign up speaker for a live, five-minute radio Interview on WGCH with Tony Savino. It can be telephoned in **203-869-8850** at 8:48 a.m. the Monday preceding the program. Questions are about content of the talk and speaker's background. Very straight forward. Joel Blumberg will contact presenter with a reminder about the radio interview. Presenter will contact speaker and get back to Joel or contact Tony Savino directly (tony.savino@wgch.com.)
- 8) Give speaker directions to Presbyterian Church, including transportation options and parking directions. Exchange phone numbers with the speaker to allow last minute communication if a problem arises the day of the presentation.
- 9) Announce program to RMA business meeting the week before and day of program.
- 10) If he hasn't already done so, have the speaker sign the video release form and give it to the video team.
- 11) Advise speaker to limit his answers to questions to three minutes. Ask him if he wants to be visually alerted if he is exceeding three minutes.

- 12) Give speaker introduction just before the talk begins.
- 13) Invite and arrange luncheon party. Garden Café at Greenwich Hospital, Country Club or other restaurant. Presenter's choice. RMA pays for speaker, possibly a guest, and presenter.
- 14) Secure signed certificate of appreciation from Steve Boise or Hollister on day of program.
- 15) Write thank you letter to speaker. Include info on the video.
As soon as the video is posted to the RMA website, forward the Vimeo URL of the talk to the speaker. Go to the RMA website, select "Speaker Videos" and then select the program you want. At the top of your screen is the Vimeo location on the web; it will look something like this – <https://vimeo.com/268962842>. Highlight that URL address, copy it and then paste the address into your email to the speaker.