

McCormick Freedom Project *Speakers in Schools* School Coordinator Checklist

Selecting a speaker – 5-6 weeks out

- Choose the speaker and topic you would like to book from the [Speakers in Schools Overview](#) page of the Web site.
- Submit the online [Speaker Request Form](#). You will receive a response from the Freedom Project within 4 business days letting you know indicating whether you can proceed with booking your selected speaker.

Booking a speaker and making arrangements – 4 weeks out

- After receiving confirmation from the Freedom Project that you may proceed with booking, contact the speaker.
- Describe your school's community as well as student interests, backgrounds and abilities.
- Discuss the timeframe, focus and format; share your expectations.
- If both you and the speaker are prepared to proceed, confirm the date and time of your event. Use the [Speakers in Schools Event Confirmation Form](#) to capture important information detailed in the bullet points that follow. ****Submit this form via fax to the Freedom Project no later than 2 weeks prior to the event.****
- Address how you can prepare your students for the event; inquire about any materials the speaker may suggest your students review in advance of the event.
- Describe the layout of the event space and determine all technology needs.
- Discuss strategies for student interaction, as well as classroom management and culture.
- Confirm how the class time will be structured with regard to introductions, presentation, discussions and/or Q&A.
- Provide directions, parking information and check-in procedures; arrange a meeting place on campus.

Preparing your students - 1-2 weeks out

- Provide basic information about the speaker's background and topic; pique curiosity by students to consider what they would like to learn from the upcoming experience.
- Discuss your rationale for scheduling the speaker and how it relates to your curriculum.
- Assign relevant background reading from your curriculum, the Freedom Project or the speaker's suggestions.
- Have the students prepare a list of questions for the speaker, especially if anticipated student attendance is high and a Q&A session is included in the format.
- Depending on your curricular goals, identify or reinforce the freedoms guaranteed by the First Amendment, and how the speaker's topic will relate to any or all of these freedoms.
- Consider using Freedom Project resources - or generate your own lesson - to maximize the event's potential to meet student learning objectives.
- Discuss expectations for student behavior during the event.

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Day of the Event

- Confirm that your school's administration is aware of the speaker's arrival and s/he will have no difficulty gaining access to school grounds.
- Meet or arrange for a colleague to meet the speaker upon arrival and escort him/her to the event space.
- Ensure that any technological equipment is set up and tested before the speaker arrives.
- If possible, provide students with nametags so the speaker can refer to them by name.
- Introduce the speaker, restating some of the biological information you previously shared with students.
- Be on hand to assist the speaker in responding to any potential disruptions and facilitating Q&A.
- End by thanking the speaker and the students for their participation.

After the program

- Discuss the event with the students.
- Submit online [Post-Event Evaluation Form](#).
- Introduce your students to the [TAKE ACTION](#) page on the Freedom Project Web site.