



# **Leader-on-Loan Program**

## **Branch/IBC TO DO LIST**

### **60-Days Prior to Event**

- Submit application for a speaker

### **30-Days Prior to Event**

- Contact the speaker to confirm the specifics of the event.
- Ask if the speaker needs assistance with event preparation, such as copying handouts, projector, or a map of the venue.
- Confirm the expected attendance.
- If a meal is to be served at the event, determine if the speaker has any dietary restrictions.
- If the speaker is staying overnight, confirm hotel or host accommodations.

### **The week of the Event**

- Call the speaker to confirm the visit and reconfirm any speaker requirements.
- Confirm the time the speaker will arrive and who will meet the speaker.

### **Day of the Event**

- Have someone posted to welcome speaker.
- Take speaker to seating area and help with any bags, handouts or other materials.
- Designate a member to take the speaker around to introduce branch/IBC members.
- Distribute speaker evaluation to attendees, collect and send to the Leader-on-Loan Coordinator\*.
- After the speech, acknowledge and thank the speaker.
- Provide the expense reimbursement form to the speaker and ask them to complete the form.

### **After the Event**

- Submit the completed reimbursement form to the branch Finance Officer and send a copy to the Leader-on-Loan Coordinator\*.
- Write a hand written Thank You note to the speaker – (no emails, please)
- Complete a program evaluation form and send a copy to the Leader-on-Loan Coordinator\*.