

## ILLINOIS AUDUBON SOCIETY HOSTING A NATURE TALKS PROGRAM CHECKLIST



- Search through the list of topics and available speakers; choose accordingly. Some require an honorarium, most would appreciate mileage and a meal
- Select desired presentation
- Using contact information provided, include the following information along with your request:
  - Date
  - Time
  - Physical Address
  - Description of the potential audience (adult, family/kid friendly, etc.)
  - Desired length or presentation, Q&A segment, etc.

**NOTE: if the program is being presented via Zoom, some of the following steps may not be necessary**

- Confirm travel logistics, dinner and lodging if required by the presenter
- Confirm audio/visual needs:
  - Microphone (wireless?)
  - Projector
  - Laptop (ensure speakers work or have separate speakers)
  - Easel
  - Extra tables
- **Fill out the *Nature Talks* Contract for Service found on the website.**
- One week before the presentation
  - Check in with the presenter
  - Confirm arrival time
  - Provide information on how/where to park
  - Does the presenter need to carry in materials? Can the presenter park near the closest access door?
  - Arrange for set-up help to be there early
  - Make sure you are ready to pay the presenter immediately following the program
- The day/night of the program
  - Manage the meeting space: lighting, sound, disturbances and the comfort of both the speaker and the audience (If Zoom, remind the audience of virtual program ethics.)
  - Would the speaker like to be introduced or introduce themselves?
  - Pay the presenter at the completion of the program. Illinois Audubon Society Chapters are eligible to receive up to 50% of presenter fees (more instructions below.)
- Immediately following the program
  - Help us keep improving *Nature Talks* by filling out the **Post-Presentation Feedback** survey. A link is provided on our website.
  - If you are a Chapter of Illinois Audubon Society requesting a reimbursement, please fill out the **Reimbursement Form**. You will be prompted to upload the completed reimbursement form while filling out the **Post-Presentation Feedback** survey. (Links to both are found on the website.)