



Banning High School

Protocols for Guest Speaker Presentations



Overview

Inviting guest speakers into a classroom or onsite is a wonderful way to introduce colleges, academies, military branches, professions, and various career choices to students and give them opportunities to reflect on a possible career path they may choose.

Selection of a Guest Speaker

Advance planning is the key to the success of a well organized, structured, and polished guest speaker presentation.

It is highly recommended to select guest speakers who represent diverse professions. Whenever possible, select guest speakers who can support a specific learning and/or the current course of study. Guest speakers may reflect the ethnicity of the students and the diversity of the local community population to help students see what they can become and that others already exist as models for them.

The strategic selection of a guest speaker should illustrate the integration and connection of subject areas, highlighting the importance of literacy, career and technical education, mathematics, industry, military, visual and performing arts, the sciences, and history with an emphasis on community building, critical thinking, discipline, and planning for the future.

Steps in the Selection of a Guest Speaker

STEP TWO: Begin planning early – at least two months in advance of the requested date(s) of presentation

- a. Create an agenda for the event and set goals for what you want to achieve
- b. Create a calendar with available dates for guest speakers
- c. Determine the area of interest for a prospective guest speaker presentation
 - What background do you want the speaker to have?
 - What topic(s) do you have in mind for the presentation?
 - How will the guest speaker be incorporated into your event?
 - What is the purpose of the guest speaker? (motivational, educational, reality check, entertainment, all of the above, etc.)
- d. Talk to colleagues, family, friends, and advisers to ask if they have any personal contacts that would fit the ideal guest speaker for your event.
- e. Research potential guest speakers through the internet.

Potential Sources for Guest Speakers

School alumni

Parents

City Council/Government officials/Chamber of Commerce

School District officials

Business professionals (public relations, human resources, etc.)

Branches of the military

College and Career Recruiters and officials

STEP TWO: Make the contact

1. Initially contact the speaker via email, phone call, or with a face to face meeting – be professional!

Questions to ask the potential guest speaker:

What is your background?

How did you get your expertise?

What is your cost, if any?

Information to give the speaker:

Contact person and information (email and phone number)

Event purpose and goals

Event location and time

Length of presentation, excluding Q & A

Expected audience (age group, number of attendees, etc.)

2. Follow-up with the guest speaker

Questions to Ask the Speaker:

Can you send a resume and/or brief biography?

What room set-up will you require? (LCD projector, speakers, microphone, podium, etc.)

STEP THREE: Promote the event

1. Focus promotion around attracting the target audience via:

Announcement in the *Daily Hoofbeat* (bulletin)

Flyers around campus/Posters

School website and/or *My Big Campus*

Email blasts /Club and/or class meetings

Word-of-mouth /Social networking

Press release

STEP FOUR: The Presentation

1. Arrange to meet the speaker when he/she arrives

2. Give an introduction to the event and the speaker. Be brief, sincere, and enthusiastic!

Introduction Formula

T Topic – Give the title of the presentation

I Importance – Tell why this topic is important to the audience

S Speaker – Give the qualifications of the speaker. Provide the speaker's name clearly and distinctly as the final words of your introduction.

4. Keep time during the presentation – notify your speaker when time is running out

5. Plan a question and answer session following the presentation

6. Prepare a written thank you card and a small gift to give to the speaker, if applicable

7. Distribute an evaluation form for attendees to complete, if applicable

8. Document the event with photos and/or video clips – if allowed by guest speaker

STEP FIVE: The Evaluation

1. Analyze what went well and what did not go well for future reference

Steps in the Approval of a Guest Speaker

- o Complete the *BHS Guest Speaker Request Form* for each different guest speaker you plan to request. Submit the *BHS Guest Speaker Request Form* to the Principal's Secretary. Request forms **must** be submitted a minimum of 10 business days prior to the requested presentation date(s).
- o Await approval or denial of the completed request form by the Principal or Designee. Additional information may be requested and shall be submitted promptly upon request.
- o If requesting a Banning High School facility other than the current classroom that is assigned to the requesting employee, please complete a *BUSD Use of Facilities* form. The form shall be obtained from the BHS ASB Account Clerk. Submit the completed *BUSD Use of Facilities* form to the ASB Account Clerk.
- o If approved to use an alternate BHS facility, please secure a key from the Principal's Secretary on the day of the guest speaker presentation. The key must be returned within 30 minutes at the conclusion of the guest speaker presentation or end of school day (2:45 p.m.) whichever comes first.

Day of Guest Speaker Presentation

- o Ensure that you have designated the time of arrival of the guest speaker and have notified the BHS Administration Building front desk.
- o Ensure that the guest speaker(s) signs in on the visitor log at the front desk of the BHS Administration Building
- o Ensure that the guest speaker(s) secures a visitor badge at the front desk of the BHS Administration Building
- o Upon arrival: Ensure that either the requesting BHS staff member and/or a reliable student does meet, greets, and welcomes the guest speaker(s) in the lobby of the BHS Administration Building. The guest speaker should then be escorted to the designated location(s) for the presentation.
- o Upon departure: Ensure that the guest speaker(s) signs out on the visitor log at the front desk of the BHS Administration Building

Conduct During a Guest Speaker Presentation

- o Guest speakers have agreed to speak at Banning High School to our student population (voluntary or not) and shall be treated with the utmost respect and professionalism from both students and staff.
- o Positive student conduct in the presence of a guest speaker is paramount
- o Students must follow staff directions at all times.
- o Students should be on their best behavior in the presence of a guest speaker
- o Students should sit up and listen intently to the entire guest speaker presentation
- o Student positive participation with the guest speaker is highly recommended.
- o Students should ask coherent and meaningful questions related to the topic(s) presented by the guest speaker.
- o All rules and regulations within the BHS Parent/Student Handbook shall be strictly enforced.
- o At the conclusion of the guest speaker's presentation, it is recommended that students thank the speaker(s) with sincerity for taking the time out their busy schedule to join us at Banning High School.
- o Whenever appropriate, a thank you note or letter should be written by the students, individual students, and/or the staff member in charge to the guest speaker(s) for their attendance, the experience, and appreciation of the information they shared during the presentation. The note(s) may be mailed directly to the guest speaker(s) or delivered in person.

End of Class & Exiting

- o The BHS facility used for the guest speaker presentation should be maintained with neatness, cleanliness, and organization at all times.
- o The staff must verify that the facility used for the guest speaker presentation is returned to a state of cleanliness and organization after the conclusion of the guest speaker presentation.
- o Students are to remain seated until dismissed by the adult Banning High School staff member(s) in charge.
- o Chairs should all be pushed in while exiting the BHS facility.
- o If applicable, turn off the lights in the facility and secure and lock the door(s).

Failure to follow these rules will result in the student's removal from the guest speaker's presentation, an alternate assignment, and/or a disciplinary referral, to include a visit to the discipline office and possible banishment from future guest speaker presentations.

These protocols will help minimize concerns and maximize the educational experience. Staff that request and is approved for a guest speaker presentation must agree with the high expectations set forth within this document and execute the procedures and protocols therein to the fullest extent.

Each Banning High School staff member must carefully read, review, and completely understand the protocols for guest speaker presentations on the Banning High School campus. Each staff member that decides to request and is approved for a guest speaker presentation on the Banning High School campus must agree to follow the proper protocols as well as review all expectations with students prior to the presentation.

