



Inviting a Guest Speaker

1

Making a Plan (4 months prior)

- Choose an individual to be the main contact for the Guest Speaker.
- Identify a topic about which you would like someone to speak based on the event and related theme. Consider which topics would be of most interest to attendees.
- Create a list of potential Guest Speakers based on the selected topic. Consider asking Alumni, current or former National Staff or National Council Members or professionals within the community.
- Establish a schedule for the event, as well as any deadlines leading up to the event to be sure that details don't get missed.
- Reserve a space that includes appropriate space and furniture for a successful event.

2

Inviting Potential Guest Speakers (3 months prior)

- Draft an invitation to be sent to potential Guest Speakers via email. Details including the date, time and location of the event, as well as the specific topic about which you would like them to speak should be included. Remember to include a brief overview of Phi Sigma Pi if the individual you are inviting is not a Member.
- Determine which potential Guest Speaker you will invite first. You should take into account the logistics related to their geographical location when determining the ideal Guest Speaker to invite.
- Send the email invitation, requesting a response by a certain time to allow you time to invite someone else in the event that your first choice is unable to attend.

3

Finalizing Preparations (1 month prior)

- Follow up with the selected Guest Speaker with any updated details and request a bio to be included in a program or read as an introduction.
- Review the topic with the Guest Speaker, including details related to the Q&A Session to engage attendees following the presentation.
- Assign duties for the day of the event including someone to greet and assist the Guest Speaker and someone who will deal with last minute issues that may arise.
- Invite Chapter Members to the event and ensure strong attendance.

4

Following up with the Guest Speaker (within 1 week following)

- Send a handwritten note to thank the Guest Speaker for their time and contribution to the event. Be sure to mention something specific they said that was most appreciated.
- Follow up the note with an email inviting the Guest Speaker to an upcoming event.