ALL Lecture Requirements / Worksheet

Date of Lecture: _________________________________________________________
Speaker: __________________________________________________________________
Title of Lecture: __________________________________________________________________
Responsible member _________________________________________________________

Agreement
Date of initial agreement: ______________________
Date forms sent to speaker: ______________________
Date confirmation form rec’d: ______________________
Bio & description OK? ______________________

Equipment
Will speaker use PowerPoint: yes _____ no _____
If yes, suggest bringing just his/her data on flash drive; use UWP’s computer.
Special needs, such as display table; specify: ______________________

Follow-up
_____ Contact speaker, as reminder. Tell speaker about parking. (Vanessa will send a daily
daily parking pass, labeled “ALL Lecturer” to speakers to enable them to park in a metered space in
the Student Center parking lot.)
Who will introduce speaker? ______________________
_____ ALL Lecture Requirements / Worksheet
_____ Notify Moreau MacCaughey when confirmation form is received; send copy to him.
(262-681-0882; mmctwo@wi.rr.com)
_____ “Thank You” note. Date sent: ______________________
Remarks: ______________________

Revised:  09/09      09/12      6/2013