

Checklist for Being a Good Host to Your Library Program Presenter

In Advance

- Check the library's collection for the presenter's publications and recordings, if any; consider replacement and/or new orders.
- Contact the presenter to discuss, negotiate, schedule and, possibly, order materials. Let the presenter know several ways to contact you, at various times of day and week, indicating the method and time that usually works best for you. Get the same information from the presenter or his/her representative. Provide a map or directions to the event.
- Get verbal or email confirmation of all information relative to the event and the presenter's requirements.
- Request a high-resolution digital or actual photograph for promotional use and include it in print and electronic publicity for the event.
- Send copies of promotional flyers, postcards and/or emails to the presenter or representative with a request that they be distributed to the presenter's fan base and elsewhere, as appropriate.
- Recruit a "Presenter's Host" to be available to the presenter throughout the time that the presenter is at the library on the day of the presentation (Consider recruiting a back-up Presenter's Host, also.)
- Purchase and/or prepare thank you gift(s), if there are to be any.
- Even if the presenter will bring his/her own presentation and sound equipment, check any items that the library could provide if the presenter's items fail; request repairs, if needed; consider renting or borrowing whatever is otherwise unavailable.
- Check supplies for presentation and sound equipment; replenish if necessary.

3-7 Days Before the Event

- Call the presenter or representative to reconfirm and update the presenter's needs, room set-up and other details.
- Double-check the sound and presentation equipment as well as supplies for both. Borrow or rent equipment, if necessary.
- Purchase bottled water, cough drops and tissue to be provided for the presenter.

The Day of the Event

- Post a "Reserved for Guest Speaker" or "Reserved for Guest Entertainer" sign at the parking space most handy to the entrance that the presenter will need to use. Make sure that door is unlocked or the key is handy.
- Verify that the library-assigned Presenter's Assistant is available and knows his/her responsibilities.
- Be sure the presenter's payment is ready if you've agreed to pay right after the presentation.
- Set-up whatever sound and/or presentation equipment the library is providing; verify that everything still works properly.

- Set up the stage and presenter's area, being sure to include bottled water, cough drops, tissues and any seating or special items the presenter has requested. Be sure that the path the presenter will use, to approach and leave the stage as well as to get to presentation equipment, is free of obstacles.
- Set up a table for product sales if sales will be involved. Verify that a cash box, with money for making change, is available and ready.
- Have a dolly or empty book truck available for transporting the presenter's items into the building.
- Presenter's Assistant: When the presenter arrives, take the dolly or book truck to the presenter's vehicle, ask what you can help transport and provide whatever assistance the presenter may need to get everything to the presentation area. Point out the items that have been set out for the presenter and the location of the restroom. Explain that you'll be nearby and available to provide any needed assistance. Pay attention throughout the time the presenter is in the building, in case he/she indicates a need for your assistance.

As the Event Begins

- Eliminate possible distractions to the presentation, using such methods as closing the doors to the presentation area, posting "Program in Progress" signs wherever necessary, turning off the meeting room speaker of the library's PA system and asking people who bring cameras not to use flash. (If the library's PA system is to be used in case of emergency and you turn it off, be sure staff knows that messages will not be heard in the room.)
- Welcome the crowd and the presenter. Formally introduce the presenter.

As the Event Ends

- Formally thank the presenter and, if appropriate, mention product availability.
- Be sure the cash box and a person to help with product sales are at the product table, if there is one.
- Presenter's Assistant: Be available to the presenter; be sure that you and the dolly or book truck are ready to help carry items back to the presenter's vehicle.

Immediately After the Event

- Pay the presenter, if appropriate to the agreement, and/or provide a thank you gift if you've planned for one.
- If the library is to receive a portion of sales income, determine the total numbers of products sold, amount received and the library's agreed-upon share. The library should receive payment before the presenter leaves.
- Presenter's Assistant: Help the presenter transport things back to his/her vehicle.
- If the presenter is to be paid by mail, prepare a thank you note to include with that payment while the details are still fresh in your mind.
- If appropriate, prepare a letter of recommendation for the presenter and/or specific presentation; send that to the presenter in hard copy.