

## Horizons Speakers Bureau Program Checklist

Please use the following checklist as a guide when organizing and hosting your program.

Use the embedded links or visit <http://njch.org/hsbresources/> to download the supporting materials.

**Please Note:** NJCH is taking a hiatus from collecting audience evaluations. We are in the processing of refining our evaluation methods and expect to have new surveys in the Fall of 2017.

### PUBLICIZING YOUR PROGRAM

\_\_\_\_\_ Prepare publicity for your event, including a press release and legislative letters.

[Learn More About Publicizing Your Event \(Click to View\)](#)

### BEFORE THE PROGRAM

\_\_\_\_\_ One week before the event, please contact the speaker to reconfirm the date, time, location, and any special equipment needs (e.g. projector, amplification).

### AT THE PROGRAM

\_\_\_\_\_ Briefly introduce the speaker, using the biographical information provided.

\_\_\_\_\_ After you introduce the speaker, please acknowledge NJCH funding.

**Please Note:** Audience evaluations are **not** required at this moment.

### AFTER THE PROGRAM

\_\_\_\_\_ Complete Program Director's Final Report, **including** the Partner Contributions Report.

[Program Director's Final Report \(Click to View\)](#)

\_\_\_\_\_ Return completed Final Report to NJCH by mail, fax, or email, no later than three weeks after the program date.

### ANY QUESTIONS?

Please contact James Kirkland at 609.695.4838 ext. 221 or [jkirkland@njch.org](mailto:jkirkland@njch.org).

### RETURN ADDRESS

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