

Guest Speaker Protocol for CHCA

COURSE OUTLINE DEVELOPMENT

Activity	Additional Follow-up Required	Date Completed
Identify Guest Speaker Requirement(s) and their relationship to course outcomes	Outcomes:	
Identify ideal timing for guest speaker visit (consider # of times course offered etc..)	Week:	
Identify main objective of the presentation	Objective:	

PLANNING AND COURSE DETAILS

Activity	Additional Follow-up Required	Date Completed
Guest Speaker: Verify contact information, logistics, course details & objectives of presentation (EMAIL #1: Planning & Course Details)	Name/Position: Company Name: Address: Phone #: Email:	
CC: Internal CHCA to notify of logistics, course details & objectives of presentation (EMAIL #1: Planning & Course Details)	Program Coordinator: Y N Image Ambassador: Y N Communications: Y N	
Image and Communications	Info/picture sent to Communications: Y N	

GIFT PROTOCOL

All gifts must be requested a minimum of 1 week in advance and tracked by the Academic Chair's Student Success Assistant-Academic Operations. Gift will be a \$25.00 gift certificate for The Chef's House or as approved by Academic Chair.

Activity	Additional Follow-up Required	Date Completed
Gift Certificate Request (EMAIL #2 : Gift Certificate Request)	Student Success Assistant: Y N	

CONFIRMATION PLANNING AND TRAINING

Activity	Additional Follow-up Required	Date Completed
Guest Speaker Protocol Training for Students (Power-Point presentation)	<ul style="list-style-type: none"> • In-class business etiquette & behaviour • Appropriate attire • Greeting & Introducing • Thanking a Guest Speaker 	
Guest Speaker Info/Pic	Minimum 1 1/2 wks. prior to visit Sent to Communications: Y N	
Final Guest Speaker Confirmation (EMAIL #3: FINAL CONFIRMATION)	Minimum 2 business days prior: Who to look for when entering bldg: Changes sent to communications (if required)	
Speaker's Bio & Intro. reviewed with Student Ambassadors(s).		

THANK-YOU & FOLLOW-UP

Activity	Additional Follow-up Required	Date Completed
Day-of Activities	<ul style="list-style-type: none"> • Welcome message on media boards • Student Ambassador(s) welcome, thank-you & pictures 	
Follow-up and thank-you	<ul style="list-style-type: none"> • Thank-you letter sent by Student Ambassador(s) • Other by professor as needed • Students/guest speaker pics to communications for posting (if available) 	

