

Speaker: _____ Date/Time: _____ Host: _____

Seminar Title _____

Location _____

Speaker Email _____

Speaker Affiliation _____

Abstract Media Needs _____

Biography _____

Packet Sent to Speaker (driving directions, campus map, travel voucher, parking permit, return envelope)

Travel Arrangements _____

Accomodations _____

Lunch _____

Dinner _____

Meeting w/ Faculty/Students _____ Email Sent

Itinerary Created Itinerary Finalized

Sent to Princeton Weekly Bulletin (deadline)

Posted on Princeton Event Calendar Website Flyer Made

Week Before Seminar

Contact Speaker for needs/accomodations Post Flyer on Event Board

Email ee-seminar announcement Flyers in Mailboxes

Check Itinerary/Lunch with Host Itinerary Sent to Speaker

Day of Seminar

Email ee-seminar Reminder Print Itinerary for Speaker

Post Flyer outside room Bottle of Water at podium

Give Host Prospect Card

Notes