

# Colorado College

## Protocols for Hosting Speakers

Last Revised 11/9/2018

- 1. Before booking a speaker, review information in the College's Freedom of Expression Policy, found at this link:**

<https://www.coloradocollege.edu/basics/welcome/leadership/policies/freedom-of-expression>

- 2. Consider and arrange logistics**

- a. the staff at Worner Campus Center Desk can assist you with this task and you may also visit the following link:
  - i. <https://www.coloradocollege.edu/other/wornerdesk/room-reservation-request-form.html>
- b. Logistics include reserving rooms, catering, setups and technical requirements, tickets, publicity, catering, etc. You may also need to make travel and accommodation arrangements for your speaker.
  - i. A comprehensive event planning checklist is available online at: <https://www.coloradocollege.edu/offices/residentiallife/student-orgs-and-leadership/student-org-programming-resources/event-planning-checklist.html>
- c. You must post your event on the CC calendar using CC Event Management; if you do not complete this step, the Office of Communications cannot help publicize your event.
- d. Contracts and payments – please refer to your department or division's protocol regarding signing of contracts
  - i. Students cannot sign contracts on behalf of the College; Residential Life & Campus Activities Staff are able to help facilitate this process
  - ii. Contracts should not be signed without funding having been secured

- 3. Maximize opportunities for your guest to engage with the campus and larger community**

- a. Before signing the contract, talk with your guest about additional expectations for interactions in order to maximize their time on campus; these are not a requirement but it is encouraged to have speakers do at least two of the options below. Additionally, having the speaker engage in many ways on campus may open up additional avenues for funding.
  - i. Lecture/address
  - ii. Classroom visit(s)
  - iii. Book signing
  - iv. Meals
  - v. Receptions
  - vi. Other engagement opportunities

- 4. Consider and arrange appropriate staffing for your event**

- a. Who will be hosting the speaker? Hosting duties may include:
  - i. Arranging/providing transportation for your guest
  - ii. Introducing the speaker
  - iii. Facilitating Q&A as part of the lecture/address
  - iv. Accompanying your guest in public settings; facilitating opportunities for respectful engagement between your guest and others

1. Some events may involve alcohol; to ensure that you are best able to perform your duties as host, you should not consume alcohol at these events
- b. Who else should be present at the event?
  - i. Campus Safety or contracted security officers
  - ii. Other professional staff or group advisors
- c. Have discussions with other staff involved before the event
  - i. Determine a plan if events involving your guest escalate in a negative or unexpected way before, during, or after an event
  - ii. Determine the intervention strategies and who intervenes