



Checklist for organiser to complete (please tick for 1 to 6) – organiser to complete and pass to Assistant Principal (Staff Development and Partnerships)

1. Biography of the speaker or institution received
2. Written details of content received
3. Check that proposed content aligns with college values and FBV
4. Copy of *Guidelines for visiting Speakers* (Appendix 1) sent to visitor

5. Name of staff member to act as liaison with speaker:
6. Name of staff member who will attend event and monitor content:

Decision by Assistant Principal (Staff Development and Partnerships)

7. - Accept / Reject

8. Signed

Date

Assistant Principal (Staff Development and Partnerships)