



INFORMATION FOR VISIT ORGANIZERS

Before your Speaker arrives:

- Contact your speaker as soon as possible. Confirm all of the event details with them, ask if they need any special considerations, and find out whether they plan to bring anyone (spouse, friend, child, etc.) to the event
- Respond promptly to all communications from both The Memory Project staff and the speaker to avoid delays
- Please provide at least two business days notice to both the speaker and The Memory Project if you must cancel or postpone the event
- Have your group prepare questions for the speaker ahead of time
- Take a look at the Speaker's Pre-Visit Checklist (Page 2) and make sure that you have communicated all relevant information to your speaker

During the visit:

- Arrange to meet the speaker when they arrive, and direct them to the space where the event will take place. Memory Project speakers can be identified by their lapel pins
- Offer the speaker a glass of water, or something to eat if he or she is remaining over lunch
- Consider having an audience member introduce the speaker
- Ensure that your audience behaves respectfully

After the visit:

- Suggest that a group of students thank the speaker personally on behalf of the group when the visit is over
- You can also create a Thank-You card; present it to the speaker at the end of the visit or mail it to The Memory Project so we can pass it on
- Ask the audience to share their reactions after the visit is over and the speaker has left. Consider sharing this feedback with the speaker in a thank-you email, or asking The Memory Project to pass it on
- Fill out our feedback form!



Other tips to help your visit run smoothly:

- If necessary, arrange parking close to the building's entrance.
- Check with the speaker to see if they need/ want any of the following items: Microphone, overhead projector, screen, lectern, table and chairs, DVD/VCR and TV
- Ask in advance if the speaker is comfortable wearing a microphone, being videotaped etc. as this may be intimidating for someone who is unprepared.
- Arrange seating/ desks in a way that makes it easy for the speaker to walk around if he or she prefers this.
- Make photocopies of student questions in advance and give these to pre-selected students for the Q&A session to get things started.
- Remind students about appropriate questions or sensitive topics. Many speakers find the common question, "did you kill anybody?" a difficult one to answer.
- As an option for food and drink: organize a pot-luck with students interested in a less formal gathering after the veteran speaks with the class. Arrange for the speaker to come to the class preceding lunch if this is possible.

Note: Many teachers ask if payment is expected after a visit. The Memory Project Speakers Bureau is a program that is provided free of charge to all groups and payment is not at all expected. Many schools however present the speakers with a small gift (school pens, mugs, t-shirts), gift cards for a local coffee shop or simply a card made by the class. Again, this is optional and not a requirement.

ATTENTION EDUCATORS!

A Memory Project Speaker can be a great complement to your provincial curriculums. They can speak to many of the themes that are present in your lessons, and classroom visit can help to develop key skills and concepts. Check out our online Learning Tools for more information.

YOUR FEEDBACK MATTERS!

Attention speakers and visit organizers! Your feedback is important to us; it can help to improve future programming and may even win you prizes! Visit us at www.thememoryproject.com/feedback to fill out our Feedback Survey, and let us know how your visit went!