

Outside Speaker or Political Candidate Guidelines

- Review all relevant policies, including the [Freedom of Expression and Dissent Policy and guidelines](#) and the [Sponsorship of Events Policy](#).
- Maintain links to or copies of relevant policies in a shared drive for your organization.
- Collaborate and communicate with speaker(s) to identify needs, including AV, security, etc.
- Connect with Classroom Technology Services to confirm technological needs.
- Register the event and request space via Dartmouth Groups.
- Connect with the space manager (Collis, C & E, etc.) and the Department of Safety and Security at least two weeks prior to scheduled event.
- Work with Student Life staff to navigate any logistical hurdles.
- Proactively communicate expectations, rules of engagement, and protocols to community in advertising, on fliers, and/or in electronic communications.
- Assign roles to members of your organization at the event to ensure it goes smoothly.
- If applicable, follow [policies and processes](#) outlined for political candidates.
- Notify the audience of expectations, rules of engagement, and protocols.
- Be thoughtful of how you organize and facilitate a Q & A session.
- If there's an audience Q & A, can you monitor questions beforehand, i.e., have questions submitted during the event via Google form or other means?
- If using a microphone to take questions from the audience, what's the best practice to do so? Maintaining possession of said microphone when a question is being asked? Having audience members form a line at one or two designated microphones?
- Connect with DOSS and/or the assigned Open Expression Facilitator(s) before the event.
- If there is a disruption, follow the moderator protocols.
 - Note that you would like to continue with the event; defer to an assigned Open Expression Facilitator for support; then to DOSS or Hanover police for removal.
- Conduct a warm (immediately following the event) and cold (at the next club meeting) debrief to reflect and adjust as needed.
- Consult with necessary offices, including Student Life, DOSS, and/or C & E as needed.