**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.

- Connect with Conferences and Events 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.

- If necessary, communicate participant restrictions, i.e., students only, 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?

- If there is a disruption, follow the moderator protocols.
    - Acknowledge the disruption; note that they've had their opportunity to dissent, ask a question, etc.,
    - Note that if they continue to be disruptive, they will be asked to leave or removed by security.

- 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.