Hosting a Florida Talks Program Checklist

The checklist below is a step-by-step guide on how to apply for and host a Florida Talks program.

Before Applying:

☐ Read the complete application guidelines and watch the on-demand webinar.
☐ Browse the Florida Humanities Speaker Directory and select a program(s).
☐ Directly contact the speaker(s) and arrange a date, time, location, format, technology needs, recording permissions, and any travel costs.

After Completing an Application:

☐ Wait for a decision email from Florida Humanities staff before promoting your organization’s event.

After Being Approved and Before the Program:

☐ Confirm the date, time, location, format, technology needs, recording permissions, and travel costs with the speaker(s). Florida Humanities provides a sample agreement to solidify terms in writing.
☐ Submit an event listing form within 7 days of approval.
☐ Use Florida Humanities’ templated marketing materials to advertise your program. Florida Humanities publishes each Florida Talks program on our events calendar.

Day of Program:

☐ Meet with the speaker before the start time to check all technology is working and go over event logistics.
☐ Distribute audience evaluation cards or survey link (if virtual) and collect after the program.

After the Program:

☐ Complete a brief final report within 7 days of hosting a program. If your organization was approved for travel reimbursement, forms are completed as part of the final report.