



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.