Pre-Lecture Checklist
□ If possible, set expectations to allow for Q&A time
□ Review slides for accuracy and also to ensure they are relevant/customized to the course/group
□ Send slides in advance and/or plan to set up visuals (i.e. projector) prior to scheduled lecture
□ Identify number of attendees
□ Confirm time and specific location (address, building, room no., etc.)
□ Arrive early for parking and locating building/room
□ Bring business cards (in case people ask for one)
□ Try to have a picture taken at the school
□ Bring EBA Membership applications, downloadable at: http://eba-net.org/networking/member-types-and-rates

Post-Lecture Checklist
□ Send thank you letter/e-mail to instructor and provide survey link to be distributed to other attendees
(Survey Link: https://www.surveymonkey.com/r/EBARoadshow)
□ Email your lecture details to Lisa Levine ([llevine@eba-net.org](mailto:llevine@eba-net.org)) so that we can track progress. Information to include:
  o School
  o Program (e.g. Intro to Environmental Law, etc.)
  o Course
  o No. in attendance
  o Date
  o Photo (if available)
□ Review survey responses and be sure to follow up with those who request additional information