



**Energy Bar Association  
“Road Show”  
Pre-Lecture Checklist**

**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