

**ELIOT INSTITUTE  
THEME SPEAKER  
(Suggested Guidelines for Dean in Communicating with Speaker)  
(Revised February 2017)**

- \_\_\_\_\_ Contact Theme Speaker to discuss overall theme.
- \_\_\_\_\_ Request they begin to consider sub-themes for each day they present.
- \_\_\_\_\_ Invite them to participate at camp to the extent they are willing.
- \_\_\_\_\_ Provide a basic overview about what a typical day at Eliot is like.
- \_\_\_\_\_ Familiarize them with Eliot's culture (i.e. optimal format of morning program, typical give-and-take between speaker and campers, etc.)
- \_\_\_\_\_ Discuss the morning program, discussion groups, meetings in the afternoons with Small Group Facilitators and questions or suggestions they may want to provide for group discussions.
- \_\_\_\_\_ Make sure they are aware we have Canadian and American campers and to consider that in their presentation.
- \_\_\_\_\_ If handouts for their program are needed, offer to provide copy services (the Registrar can handle the actual copying, if the dean gets the originals, either digitally or in hard copy form).
- \_\_\_\_\_ Are there any materials they would like made available for campers to purchase while at camp?
- \_\_\_\_\_ Act as liaison between the Eliot Board and Theme Speaker, when necessary. The board is responsible for contracting with the speaker. The speaker arranges their own travel, per their contract.
- \_\_\_\_\_ Identify any specific requests you may have of the speaker and see if they are willing to assist. Some activities have included:
  - Sometimes Children's and Youth staff would like to view the speaker's presentation. Is the speaker willing to be video-taped? (If yes, then the Volunteer Coordinator needs to find someone to do the video-taping.)
  - If Morning Ingathering Coordinator expresses an interest and would like the Speaker to participate in the Morning Ingathering, would the Speaker be willing to do so?
  - Is the speaker willing to visit the children's and/or youth program, if requested?
- \_\_\_\_\_ Update the speaker on any plans that will affect them.