

## NCAA Health and Safety Speakers Grant Enhancement Checklist

### **Planning**

- Review NCAA Speakers Grant Guidelines for approved health and wellness topics, and schedule of application and payments.
- Plan the speaking engagement as a means to further discussion within the department and with individual teams, or as a kick-off event to a more comprehensive campaign to promote healthy behaviors. Speaking events alone do not generally lead to changes in behavior.
- Identify target audience (must include student-athletes), and partner with other areas of campus to pool funds and expand your audience.
- Contact speaker well in advance of engagement. A good rule of thumb is three to six months before event. Share with the speaker unique information about your school and your students' needs.
- Discuss speaker's needs (e.g. fees, travel, lodging, audio visual and room set-up) in advance to avoid any misunderstandings about costs and the type of environment suited to the presentation.
- Provide written directions and meeting arrangements (e.g. time and place).
- Contact speaker one week before event to confirm/finalize arrangements, and provide emergency contact number to speaker.

### **Implementation**

- Include administrators and coaches to emphasize importance of the topic and to ensure that all are supportive and working together towards program goals.
- Assign an escort to the speaker throughout the event or day, and include time for speaker to refresh and nourish prior to the presentation.
- Provide a tool for individual participants to evaluate the program (e.g., satisfaction survey.)
- Provide an opportunity for speaker to interact with individuals or small groups after the event. This opportunity many times is when those who need help make that connection.

### **Post Event**

- Submit NCAA evaluation immediately following the program.** This ensures timely payment.
- Review participant evaluation comments to identify follow-up activities.
- Evaluate follow-up activities and use for next year's program planning.