# Guest Speaker Worksheet

**Chicago Conservation Corps (C3) Student Clubs**
City of Chicago Department of Environment (DOE)

Club members can use this worksheet to keep track of the information shared by a guest speaker. Guest speakers are often experts in their field, and will likely have some valuable facts and ideas that your Club could use in future outreach campaigns or to decide upon new projects. Keep track of everything you can, and then keep this worksheet for future reference.

Name: _____ Person's title: _____
Date: _____ Location: _____

Why is this guest speaker here? Why am I listening to his/her presentation?

_____
_____
_____

What are some of the speaker's most important points?

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Some quotable quotes (try to catch them word-for-word!):

_____
_____
_____
_____
_____

Thinking back on the presentation, what do I think the "take home message" was? What did the speaker REALLY want me to remember from today?

_____
_____
_____

If I want to get in touch with this speaker later, this is how I can contact him/her:

phone: _____ e-mail: _____