

## **SAMPLE LECTURE AGENDA**

**XXX, Lecturer  
On XXX Topic  
Friday, Month & Day, 2005  
7:00 pm at the XXX Site**

- 5:00 p.m. Set up completed – podium, A/V system, reserved seating signs, programs, general seating; plus catering, tables and chairs, linens, registration table (if applicable)
- 6:15 p.m. General staff arrives for registration, handing out programs, etc.
- 7:00 p.m. Program Begins  
Welcoming Remarks, President or other University representative  
Introduction of Keynote
- 7:10 p.m. Keynote Remarks
- 7:55 p.m. Call for Questions from the Audience, either Lecturer or President
- 8:10 p.m. Recognition of Lecturer, President
- 8:15 p.m. Closing, President
- 8:15 – 9:00 p.m. Reception

cc: Copies of Agenda to:

Planning Committee, staff  
Set Up Crew  
Caterer  
Photographer  
Lecturer  
Media Relations coordinator  
Administrative Council (as needed)