SPEAKER CODE OF CONDUCT CHECKLIST

Give this to every speaker, panelist, or breakout leader before your event. It sets clear expectations and protects the quality of your stage.

Professionalism & Respect

- Respect every other speaker: no negative comments, jokes, or comparisons.
- Honor the host and event name: say them correctly, every time.
- Stay focused on serving the audience, not self-promotion.

Content & Delivery

- Prepare *new* content if you've spoken at this event before: no repeats.
- Tailor your message to align with the event theme and audience needs.
- Stay within your allotted time. Respect the schedule and the next speaker.
- Avoid language, stories, or humor that could alienate or offend.

Stage Presence

- Follow the introduction script provided: don't ad-lib your own.
- Arrive early for tech checks and be ready when called to stage.
- Use visuals, slides, or props only if tested in advance with AV staff.

Collaboration

- Support the overall choreography. Your talk should point back to the host's high-ticket offer, not compete with it.
- Be available for Q&A, panels, or meet-and-greet sessions if agreed upon.
- Encourage attendees to engage with the event community, not just your brand.

Integrity & Alignment

- Never contradict the event's core message or diminish the host's authority.

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- Protect confidentiality: don’t share attendee stories outside the room without permission.
- Represent yourself with integrity on and off stage.

Tip for Event Hosts: Have every speaker *sign this checklist* as part of their agreement. That way, there’s no ambiguity, and everyone is aligned with the culture and choreography of your event.

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