I've been thinking about this, and we need a list of things that must be confirmed before he makes an appearance. Here's my first take. Please add to it.

- Date
- Location
- Time of arrival
- Who will introduce
- Time of remarks
- Time of departure
- Meal involved?
- Dress
- Ann?
- Location of seating
- Podium/microphone
- Ease of exit, i.e. will there be a pause?

Let's get this into a template. Please add and subtract