

Client Group: Contacts Name & phone number:	Date: Location: Venue:	HC's Presentation: Event Theme: # Delegates:
Check In Time:		Presentation Timing:

NOTES:**DELIVERABLES**

BEFORE		CHECK IN		DURING	
Negotiation		Travel - flights/driving		Arrival check in	
Conference Call		Hotel booked		Check room set up	
Contract/Invoice		# of delegates		BOR set up	
Client 'set-up' email		Location of event		A/V check	
Order handouts, d-forms, commitment forms, Tiger cards		Event timing Doors open, who's meeting H? start time, breaks end time		Video testimonials	
Travel booked		Who's introducing H? Have bio?		AFTER	
Hotel Booked		A/V – Keynotes		Card/Gift sent	
Complete interviews		Lavalier mic		Final Invoice	
Keynote prep Memory stick Copy to client		Sound pick up (mini jack) from laptop to house sound system (Hugh will bring speakers if small event)		D-Forms entered Evaluation Report emailed TB W Bureau & send leads	
1 wk prior check in		Connections from laptop to projector, audio and power		Follow up call and request testimonial letter (Association newsletter for articles?)	
2 day prior check in		AV – Workshop Projector, screen, flipcharts,		Commit Pkg. ready to mail	
Packing & Shipping					

QUESTIONS FOR CONFERENCE CALLS

CALL WITH _____ DATE _____

THEME?

WHO ARE DELEGATES?

#'S?

WHAT'S WORKED/NOT?

MY PRESENTATION

TITLE?

KEY POINTS?

TIMING?

WHO INTRODUCES ME?

WHAT HAPPENS AFTER?

SET-UP:

INTERVIEWS?

LOGO?

A/V

SELL BOOKS?