



Logistics Checklist for Speaker

Before the event:

- Completed Pre-program Questionnaire
- Signed contract
- Speaker deposit received
- Flyer and other marketing materials for event

Day of the event:

- Internet code
- Sound system check
- Lapel mic (preferred) or cordless mic
- Podium
- Table to sell published book
- Helper to assist at table (if available)
- Timer identified
- Videographer (if there is one there)
- Photographer (if there is one there)
- Bottled water

After the event:

- Access to event photos
- Access to event video footage
- List of attendees
- Jennifer would like to try to get video testimonials from the audience if possible