

## Pre-Meeting Checklist

Are you ready for a superb meeting?

To help you ensure that everything goes smoothly for your event with Susan, we've provided the following checklist – just to ensure nothing has been overlooked – so you'll look like a superstar!

- \_\_\_\_\_ You confirmed the exact time, date and location of Susan's presentation.
- \_\_\_\_\_ You talked Susan to provide back ground information on your company and details of your event.
- \_\_\_\_\_ You sent Susan additional background information on your company. (Annual and quarterly reports, company brochures, new employee packages, etc)
- \_\_\_\_\_ You sent a copy of your meeting program/agenda. Are there any last minute changes or additional details Susan should be aware of (i.e. additional speakers, etc).
- \_\_\_\_\_ You have all the logos, photos, bios and other information you need to promote the event. (If you require something that is not found on our website, please email us)
- \_\_\_\_\_ You booked all the A/V equipment and staging Susan requires.
- \_\_\_\_\_ You have received confirmation of hotel accommodation and travel arrangements, including local ground transportation to and from your meeting venue from Susan
- \_\_\_\_\_ You are clear on the contract requirements for payment of Susan's fee (deposit and balance)
- \_\_\_\_\_ You selected someone who is a strong speaker, and at ease in front of large audiences, to introduce Susan and you provided them a copy of Susan's introduction with which to rehearse
- \_\_\_\_\_ You are relaxed, prepared and ready to have some fun!

We hope you find this checklist helpful. If there is anything else you need, or questions you need answered, pick up the phone and give us a call at 850-598-3317.

**[www.SusanSpeaks.com](http://www.SusanSpeaks.com)**