

Meeting Planner Checklist

Approaching an event well-prepared and relaxed helps the audience, meeting planner and speaker. Emily offers the following checklist list to help you.

Be sure you:

- Send the following to the speaker as **soon as possible**:
 - Signed copy of the speaking agreement, along with a check for 50% of the fee to reserve the date
 - A completed version of the Pre-event Questionnaire
 - Name, email, and cell phone number of AV/IT technician
 - Copies of the agenda/schedule for the event
 - Copies of all promotional materials
 - Your cell phone number

- Do this **at least a week before** the event:
 - Put Emily's cell phone and office number in your cell phone
 - Email your cell phone number to Emily if you have not already done so
 - Send the following to Emily:
 - Specific instructions about ground transportation
 - Hotel information and confirmation number
 - Review "Room Set-up, Stage and Audio Visual/IT" and "Travel, Meals and Accommodations" and be sure everything that can be done in advance has been done
 - Contact hotel to confirm that all necessary arrangements have been made

- Do this **the day before or day of** the event:
 - Be sure all requested equipment is working
 - Introduce Emily to the person who will be introducing her
 - Replace batteries in the remote with new batteries and have spare batteries
 - Again, review "Room Set-up, Stage and Audio Visual/IT" and "Travel, Meals and Accommodations" and be sure everything is in order
 - Bring payment for the remainder of the fee

- Do this **the night before** the event:
 - Get a good night's sleep, knowing you are well-prepared for the event