

# SPEAKER CHECKLIST

There's a lot to do by the time January 25th hits, but we've got it under control! Here you'll find a list of important due dates to add to your calendar as well as a checklist to help you track what you've taken care of and what's still left to do.

## IMPORTANT DATES:

Add the following dates to your calendar and keep them in mind as the summit approaches. And hey, if you want to send things over a little early you won't hear me complaining! ;)

- Basic information: November 23rd
- Presentation if you'd like my team to create/design your worksheet\*:  
November 23rd
- All-Access Pass contribution: December 14th
- Presentation, worksheet, and slides\*\*: December 14th
- Promotion period: January 10th-24th
- Summit dates: January 25th-29th
- All-Access Pass cart closes: February 5th
- Affiliate payouts: February 12th

\* **Remember**, you have the choice of creating your own worksheet or sending it to me for my team to create with the summit's branding.

\*\* Slides only required if you used slides in your presentation.

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TASK LIST: Below you'll find a list of the tasks you'll complete as the summit approaches. Some are bigger, more important tasks and some are smaller suggestions that you may find helpful. Refer to the [Speaker Information page](https://weddingbusinessceosummit.com/speaker-information/) for details: <https://weddingbusinessceosummit.com/speaker-information/>

- Add the above dates to your calendar
- Send your basic information over using the link emailed to you
- Join the *speaker Facebook group* and say hi!
- Join the *attendee Facebook group*
- Create your *affiliate account*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- If you'd like some feedback, send your presentation to [summit@evolveyourweddingbusiness.com](mailto:summit@evolveyourweddingbusiness.com)
- Record your presentation using a screen recording software, Quicktime, Zoom, Loom, or any other tool that can record you/your slides.
- Edit your presentation (remember, it doesn't have to be perfect!)
- Draft a worksheet based on your presentation (if you don't have time to create a worksheet send your finalized presentation by March 2nd and my team will take care of it.)
- Upload your final presentation and completed worksheet via the link that will be emailed to you.
- Upload your contribution to the All-Access Pass via the link that will be emailed to you.
- Decide on your promotion strategy for your email list and social media, using the swipe copy and templates provided (or feel free to get creative!)
- Schedule emails (remember to use your affiliate link)
- Edit your regular weekly emails to include mentions of the summit
- Schedule social media posts (remember to use your affiliate link)
- Hop into the Facebook group and do a Facebook live if you'd like to continue the conversation or look for attendee questions
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- Celebrate!!!!