



On-site Speaking Engagement Checklist

Before Event

- Get headcount from organizer _____
- Announce on LinkedIn and in newsletter
- If using handouts, who makes copies?
- Equipment available?
- Print out customized newsletter signup sheet
- Get address / directions from organizer
- Sell books onsite?
 - If so, pack
- Label all handouts with event name / date
- Take Business Cards
- Take Pens
- Charge/check all batteries, then pack
 - Pointer
 - Laptop
 - Camera
 - Phone – if taking video, pack tripod & mic

Day of Event

- Save PPT to thumb drive, then pack
- Email PPT to myself + organizer
- Pack Show & Tell items

Post Event

- Send handwritten Thank You card to organizer(s)
- Send 'Welcome' email to newsletter sign ups within 48 hours
 - Announce other services/projects
 - Link to PDF of presentation
- Post images, etc. on LinkedIn
- Add content, etc. to next newsletter