

# SPEAKER CHECKLIST

There's a lot to do by the time May 27th 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 I'm totally cool with that!

- Basic information: As soon as possible
- Presentation slot scheduled: As soon as possible
- Worksheet for my team to create/design\*: May 5, 2020
- Presentation, worksheet, and slides\*\*: May 12, 2020
- CEO Power Pack contribution: May 5, 2020
- Promotion period: May 11 to May 26, 2020
- Summit dates: May 27 to May 29, 2020
- CEO Power Pack cart closes: June 2, 2020
- Attendee Facebook group closes: June 5, 2020
- Affiliate payouts: by July 8, 2020

\* 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](#) for details.

- Add the above dates to your calendar
- Send your basic information over using the link emailed to you
- Join the *attendee Facebook group*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- If you'd like to be interviewed for your presentation, schedule a time [here](#)
- If you'd like some feedback, send your presentation to [info@desoladavis.com](mailto:info@desoladavis.com)
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Draft a worksheet based on your presentation
- Upload your final presentation and completed worksheet
- Upload your contribution to the **CEO Power Pack**
- Create your affiliate account
- 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 weekly emails to include mentions of the summit
- Schedule social media posts (remember to use your affiliate link)
- Attend your presentation time and interact with viewers in the Facebook Group
- Hop into the Facebook group and do a Facebook live if you'd like to continue the conversation
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- Celebrate!