

SPEAKER CHECKLIST

There's a lot to do by the time July 26 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: As soon as possible
- Presentation slot scheduled: As soon as possible
- Presentation, worksheet, and slides: July 5
- All-Access Pass contribution: July 5
- Promotion period: July 12-July 25
- Summit dates: July 26-30
- All-Access Pass cart closes: August 6
- Attendee Facebook group closes: August 6
- Affiliate payouts: August 30 and September 30 (due to Teachable's system)

** 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
- Schedule your presentation slot here
- 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 to be interviewed for your presentation, schedule a time *here*
- If you'd like some feedback, send your presentation to sradford03@gmail.com
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your contribution to the All-Access Pass
- Decide on your promotion strategy, 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 chat
- 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!