

julietfunt event countdown checklist



PHASE ONE:

- I have sent Juliet an e-mail confirmation of our booking.
- I have downloaded and returned the contract in the section "After You Book" on Juliet's web site. (Please fill in all of the particulars and send back two copies to the address indicated. We will sign and return one to you. A 50% deposit should be included. The balance of your payment is due on the date of our event.)
- I have filled out the online Pre-Program Questionnaire (also in the section "After You Book" on the website).
- I have downloaded any pictures I need for my program brochure and/or web site.
- I have downloaded Juliet's AV needs, room set-up suggestions and Intro/Outtro.

ONE MONTH OUT:

- I have sent Juliet options of times at which we could schedule a conference call.
- I have forwarded Juliet's short anonymous e-mail survey to a portion or to all of my participants. (This is an additional data collection tool to maximize Juliet's understanding of your group, and will be sent to you via e-mail.)
- I have received Juliet's travel details.

TWO WEEKS OUT:

- I have read and approved handouts, product order forms and evaluations (which you will be receiving at this time). Let us know if you would like to pre-order product as a gift for each of your attendees. We can, of course, also bring product to sell in the back of the room. You should know Juliet NEVER sells from the platform or interrupts her session for any kind of "commercial."

ON SITE:

Here is what you can expect...

- Juliet will notify you as soon as she arrives on property or if she runs into any delays.
- She will be accessible to you from the time she arrives until the time she leaves.
- She will attend as many sessions other than her own as time will allow.
- She will spend as much time getting to know your folks as possible.
- She will arrive in the program room for a sound check well before doors open.
- She will assist you in checking lighting and room set up to make sure visibility will be optimized for all.
- She will provide extra copies of an easy, brief introduction (in a really big font).
- She will stay around after the speech to answer questions or hear comments.

And Then:

- Sit back and HAVE FUN!

AFTER THE EVENT

If you feel so inclined you may do one or more of the following...

- I will be asking Juliet for referrals for next year's speaker. (She knows lots and lots of wonderful talent from the National Speakers Association and will happy to help you cut your workload for next time. Just ask!)
- I will be referring Juliet to other meeting planner buddies.
- I will be writing a testimonial letter for Juliet.
- I will be giving Juliet a two or three sentence testimonial for her website and/or agree to be listed in her referral section.