SPEAKER CHECKLIST

There's a lot to do by the time July 15th 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

- Worksheets info for my team to create/design. Cut dimensions, supplies, any templates/svg files/printables to accompany the project: May 7th

- Edited Video Demonstration: May 17th

- VIP All Access Pass contribution**: May 24th

- Photographs of the finished project: May 28th

- Promotion period begins: July 1st

- Summit dates: July 15-18th

- VIP All-Access Fast Action Sale (available for 15 minutes after registration) $39 price cart

- VIP All Access Early Bird $59 price cart : July 1st-July 14th

- VIP All Access During the Summit $79 price cart : July 15-18th

- VIP All Access after the Summit $97 price cart :July 19th- end date TBD

- Affiliate payouts: Paid via Teachable 30 days after the commission is earned

** Contributions not required but highly recommended.
 Items of value that you do not typically give out for free. This helps with your conversion rates of your VIP All-Access Sales.

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. <u>Refer to the Speaker Information page for details.</u>

- Add the above dates to your calendar
- Send your basic information over using the link emailed to you
- Schedule your presentation <u>slot here</u>
- Join the *speaker Facebook group* and say hi!
- Join the *attendee Facebook group*
- Create your *affiliate account in Teachable, by adding your Teachable email in the speaker portal.*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- If you'd like some feedback, send your presentation to brandi@stampmesomelove.com at least 2 weeks **BEFORE** the due date.
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your contribution to the VIP All Access Pass.

- Photograph the finished card project and upload to the speaker portal
- 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!