



Bonus!

## PRESENTATION ORGANIZER For Speaking and Teaching

See Action 7 in the book *I'd Rather Be in the Studio* to complete this.

Title of program:

What I'll cover (features/promise):

Date and time of program:

Duration:

*Note: You may not have control over all of the items on this list if you are hired by an organization as part of their faculty. Adapt it to your needs.*

Venue

Directions / map:

Contact person:

Cell phone (make sure they also have mine):

Email:

## Fees

Mine: Cost per student:

Minimum / maximum number of students or audience members:

Transportation required/provided by (don't forget tolls, air fare, car rental, airport parking, and mileage):

Lodging provided by:

Meals/per diem provided by:

## Refund Policy

Mine:

The venue's:

## Publicity

Posted to websites (mine and venues)

Event created on Facebook

Emails to list

Personal emails

Instagram

Twitter

Printed materials (flyers, postcards)

Media release

## Arrangements

Room set-up, tables, chairs

Refreshments

Equipment needed

Helpers

Photographer

Name badges

## Handouts

- Business cards
- Postcards
- Info sheets
- Sign-up for mailing list
- Evaluation Forms
- Giveaways

## Sales

Items for sale:

Display:

## Evaluation & Follow Up

Number of people in audience:

- Add new names to my email list and send *Welcome* messages
- Gather testimonials
- Note changes I'll make for next time
- Write thank you notes