



# Bonus!

## PRESENTATION ORGANIZER

For Speaking and Teaching

See Action 4 in the book *I'd Rather Be in the Studio!*

Title of Talk:

One or two things I want the audience to remember:

Images I will use:

Date and Time of Talk:

Duration:

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

### Fees

Mine:

Cost per student:

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:

From the book *I'd Rather Be In the Studio! The Artist's No-Excuse Guide to Self-Promotion.*

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See <http://IdRatherBeintheStudio.com>

Mine:

The venue's:

Minimum / maximum number of students or audience members:

**Location**

Contact person:

Phone:

Cell phone (make sure they also have yours):

Email:

Directions / map:

**Extras**

Giveaways:

Refreshments:

**Publicity (include deadlines)**

Posted to websites:

Event created on Facebook:

Blog post(s):

Twitter:

Printed materials:

Electronic messages:

**Arrangements**

Room set-up, tables, chairs:

Equipment needed:

Helpers / Duties:

Nametags

**Handouts**

Business cards

Postcards

Info sheets

Sign-up for mailing list

Evaluation Forms

**Sales**

Items for sale:

**Display**