

**PRESENTATION
ORGANIZER
for Speaking and Teaching**

**I'd rather be in the
studio!**



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:

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