MEETING PROFESSIONAL CHECKLIST

Upon confirmation of the engagement, one of our team members will call you to answer any questions you may have regarding the following items. Please read this checklist over so we can save you valuable time on the call. Keep it handy to ensure that you've got all the information you need for a successful engagement!

- Meeting Professional to send back signed agreement, with deposit. This will solidify the date and we can commence working on the program. Donna Cutting Presents will send back a signed copy.
- Travel Logistics
    - Donna will make her own airline reservations and ground transportation arrangements.
    - What is the closest MAJOR airport to the meeting venue? _____
    - Meeting Professional will make and pay for the hotel arrangements. Donna will need to stay one or more nights, depending on the schedule for her sessions. She will arrive the day BEFORE the engagement.
- Name of Hotel: _____
- Address of the Hotel: _____
- Phone: _____
- Confirmation Number: _____
- Check In Date: _____ Check Out Date: _____
- Is there a shuttle from the airport to the hotel? _____
- Name of Venue (if not same as hotel): _____
- Address of Venue: _____
- Phone: _____
- Room(s) where Donna will speak: _____
- Meeting professional will send directions from the closest MAJOR airport to the hotel/venue.

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A/V equipment and Room Set Up:

This information is located on a separate sheet sent to you from our office, and varies depending on the presentation you requested and the duration of the program.

We would like to set up a conference call between you, Donna, and others if you wish, prior to the meeting to discuss your goals and objectives for the program. In addition, we request the names, phone numbers and email addresses of 4-6 people so that Donna might "pick their brains" prior to the engagement in order to customize the presentation.

- Would you like an article by Donna to publish in your newsletter or on your website? _____
- Donna Cutting Presents will send you a photo for use in the Conference Brochure and on your website.
- Donna Cutting Presents will send you descriptions of her presentations.

- You will receive both a short version for the brochure, and a version to enable you to offer CE's for the presentation.
- Donna Cutting Presents may send you handouts for the presentation. Unless you have otherwise arranged, you are responsible for their duplication. If Donna is providing workbooks she will bring them with her.
- We will send you a prepared introduction for your use. Donna will also bring one with her just in the case.
- Please send us any conference brochures you print for the event or printed information about your company.
- 95% of Donna's business comes from referrals. If you are happy with Donna's presentation, would you be willing to write her a letter and refer her to others?
- The balance of Donna's fee is due on or before her arrival to the conference location.

- Donna NEVER gives a sales pitch from the platform. However, she would like the opportunity to sell books at your conference after the presentation. She could sell them and sign them in the back of the room directly following her presentation. For larger conferences, Donna will happily work with your bookstore coordinator. We'd appreciate if someone would mention that Donna's books are for sale immediately following her presentation. As well as request a couple of volunteers to help assist Donna at the book signing table.

- Or…if you have a separate budget for materials, we can arrange for you to purchase a book for every participant at a discounted rate. A vendor may also purchase books for each participant, in which case Donna will happily sign books from the vendor's booth.