# MEETING PROFESSIONAL CHECKLIST

Upon confirmation of the engagement, our Booking Agent/Administrative Assistant, Rachel Street, 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: _____

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- Meeting professional will send directions from the closest MAJOR airport to the hotel/venue.

- Donna will pay for her own meals unless they are included with the conference.

**A/V equipment:**

- The Meeting Professional is responsible for providing the A/V equipment for Donna's presentations. Donna will bring her own laptop if the presentation calls for PowerPoint. Most of Donna's presentations can be done with or without PowerPoint.

- LCD Projector, a table for the projector, an extension cord and a Screen (Donna will bring her own laptop, which she will need to plug in)

- Donna Provides her own microphone requiring on XLR line input into the sound system mixer (provided by you're A/V department)

- She ALSO needs a **Hand Held Cordless** Microphone for audience participation – **this is important – Donna's Programs are very interactive**

- Donna also uses a "Virtual Soundman" program called **icue** to control her music cues. She will need to have the ability to plug this into the amplifier/sound system with a standard 2 pronged RCA chord, which she will bring with her.

- If you are using a lectern in other parts of your program, please have it moved to the side for Donna's program. She will not need it and will be using the entire stage area

- Donna will need to pre-set some props to the side of the stage prior to her program. Please let us know what the most convenient time to do this is so that we are not disrupting the rest of your program

- A Set of Stairs attached to the stage – preferably leading down the front and center of the stage

Room Arrangement and Lighting

- The Brighter the room and stage, the better. If possible, do not have people seated behind Donna's back.

- A riser is helpful, if available, as Donna is only 5'4" and it will make it easier for your attendees to see her.

- Theater or classroom style is best. In full day seminars, participants should have plenty of space to move and play.

- **For a Full Day Seminar please add an Easel, Flip chart, markers and pens for participants, in addition to the above equipment.**

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 upon 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.