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**You will learn these powerful lessons:**

* Speaker Checklists
* Planning for Flexibility
* The Speaker’s Essentials

**Booking a Gig Checklist**

* Date
* Venue
* Address
* Contact Information
* Time the meeting starts /ends
* Time allotted for speaking
* Audio/Visual
* Additional Notes
* Approximate number of attendees expected

**Booking a Gig Checklist TIPS**

* Always get the organizer’s cell
* Make sure they have your cell
* Enter the address in your calendar the DAY you book it in your calendar
* Ask for any special instructions to park / get in the building
* Plan to arrive 30 minutes BEFORE the event begins
* Confirm that you can make an offer

**“Day of” Checklist: Sales / Marketing**

* Clarity on monetization plan
* Any registration forms / handouts
* Items / products you are selling
* Payment plan breakdown
* A way to take money
* Business Cards
* Pens / Clipboards if needed
* Banner
* Tripod for video taping
* Reminder to have someone take photos / video
* Post event to social media

**“Day of” Checklist Technology**

* Laptop
* Clicker
* Extra batteries for clicker
* Power Cord
* HDMI Cord / Adaptors for Projector
* Thumbdrive

**“Day of” Checklist: Delivery**

* Print out of your PowerPoint
* Easel / Markers
* Materials needed to deliver presentation (e.g., AV, etc.)
* Speaker Introduction Sheet
* Check travel time
* Attire

**“Day of Checklist” OPTIONAL**

* Music Stand
* Microphone
* Headset

**Planning for Flexibility**

**To Sell or Not to Sell**

* Get clarity when booking
* Ask questions so you are in alignment with the venue
* Have a PLAN for either way to leverage the opportunity

**Differing Time Increments**

* Clarify the amount of time you have to speak
* Clarify the expectation (Q&A time, what does that mean)
* Don’t try to cram in too much content
* Increase / decrease engagement
* Expand / Shrink your stories
* Always account time for your offer

**Unwanted / Unexpected Obstacles**

* Your time gets cut short
* The power goes out
* Hecklers
* Food is being served during your talk
* Noisy / Bad Acoustics

**All the Cords You Could Possibly Need**

* Extension Cord
* HDMI Cable
* Power Cord for laptop
* Phone Charger
* Adapters for Projector

**The Speaker’s Essentials**

* Back-up to the Back-up
* Ex. PowerPoint – thumbdrive, printed out
* Speaker Introduction (easy to read, big font)
* WHATEVER you need to monetize (forms, products, plan, etc.)

MAC Users: USB-C to VGA



MAC Users: USB-C to HDMI



PC Users: VGA to HDMI



Emergency Microphone