**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

**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

**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