



SPEAKER CHECKLIST

There's a lot to do by the time September hits, but we've got it under control! Here you'll find a list of important due dates to add to your calendar as well as a checklist to help you track what you've taken care of and what's still left to do.

IMPORTANT DATES:

Add the following dates to your calendar and keep them in mind as the summit approaches. And hey, if you want to send things over a little early you won't hear me complaining! ;)

- **Basic information:** As soon as possible
- **Presentation slot scheduled:** As soon as possible
- **Presentation, worksheet, and slides**:** August 30, 2021
- **All Access Pass contribution:** September 3, 2021
- **Promotion period:** September 6-19, 2021
- **Summit dates:** September 20-22, 2021
- **All Access Pass cart closes:** September 27, 2021
- **Attendee community group closes:** September 28, 2021
- **Affiliate payouts:** September 29, 2021

** Slides only required if you used slides in your presentation.



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TASK LIST: Below you'll find a list of the tasks you'll complete as the summit approaches. Some are bigger, more important tasks and some are smaller suggestions that you may find helpful. **Refer to the Speaker Information page for details.**

- Add the above dates to your calendar
- Send your basic information over using the link emailed to you
- Schedule your presentation slot [here](#)
- Join the [speaker Facebook group](#) and say hi!
- Join the [attendee community Facebook group](#)
- Create your [affiliate account](#)
- Outline your presentation (check out the [Speaker Information page](#) for some guidelines)
- If you'd like to be interviewed for your presentation, schedule a time [here](#)
- If you'd like some feedback, send your presentation to amatoprana@gmail.com
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your contribution to the All Access Pass
- Decide on your promotion strategy, using the swipe copy and templates provided (or feel free to get creative!)
- Schedule emails (remember to use your affiliate link)
- Edit weekly emails to include mentions of the summit
- Schedule social media posts (remember to use your affiliate link)
- Attend your presentation time and interact with viewers in the chat
- Hop into the community group to continue the conversation
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- Celebrate!