

# THE MILLION-DOLLAR SPEAKER'S SPEAKING GIG CHECKLIST

As you prep for your next gig, it's easy to forget something. After all, between planning your speech and planning your travel arrangements, there are a lot of odds and ends to organize! That's why we put together this checklist, so you can head off to your next gig with confidence.

## EVENT INFO

**Date/Time:**

**Venue:**

**Presentation:**

**Event Organizer Contact:**

## TRAVEL INFO

- Directions to venue and hotel
- Passport/ID
- Airplane tickets
- Online check-in for your flight
- Boarding pass
- Transportation to hotel and venue planned

## MARKETING MATERIALS

- Business cards
- Brochures/flyers/promo materials for audience to take with them when they leave
- Pens/pencils
- Post-It notes
- Something to collect any business cards you get at the event
- Copies of your book (if applicable)

## VENUE INFO

- Visit venue or review floor plan
- Confirm equipment at venue (remote, extension cords, adapters, etc.)
- Double-check your slide show load time
- Confirm sound system and Internet connection

## EQUIPMENT INFO

- Mobile phone charger
- Laptop charger
- iPad/Tablet charger
- Timer
- Adapters for your phone or computer (if traveling internationally)

## PRE-EVENT TASKS

- Arrive 2 hrs before it's time to present
- Meet event organizer
- Meet stage technician(s)
- Test presentation equipment
- Run a sound check
- Prepare your speaking area and visual aids
- Send invoice for event deposit
- Double-check event agenda

## PRESENTATION INFO

- Write introduction for presenter
- Highlight social media channels
- Remember your speaking notes!
- Backup your presentation
  - on a USB drive
  - as an alternative online format
  - as an alternation offline format (PDF)
- Pack props, whiteboard markers (if applicable)
- Outline a feedback form for audience members (either in print or as a digital form)

## POST-EVENT TASKS

- Remind audience members about your social profiles, website
- Send any visual aids to the event organizer
- Request feedback, testimonial, referral from event organizer
- Request event photos or video for your own use
- Send final invoice

This guide was inspired by and adapted from SpeakerHub's guide, "The Essential Speakers Checklist". Please note that this is in no way intended to take credit for SpeakerHub's original work or use this guide for promotion and sales. This is purely educational.