

# Brian Gareau's Event Checklist

To help you ensure everything goes smoothly for your engagement with Brian Gareau, we have provided the following checklist – so nothing gets overlooked, and you will look like a superstar!

- Reviewed and sent back a signed copy of Letter of Agreement that outlines the scope of Brian's presentation and payment terms.
- Processed deposit invoice for payment.
- Obtained all of the logos, photos, bios and other information necessary to promote the event.
- Completed and returned Brian's Pre-Event Questionnaire 30 days prior to event and scheduled a call between key stakeholders and Brian. This will provide Brian with background on your company and details of the event.
- Sent Brian additional background information on your company (i.e., annual and quarterly reports, company brochures, new employee packages, etc.).
- Arranged for each attendee to receive a copy of Brian's book that complements your topic. Ask us about discounted pricing.
- Kept ADL Speaker Management apprised of any changes to the exact time, date, and location of Brian's presentation.
- Reserved all of the Audio/Visual Equipment for the meeting. Refer to the Audio/Visual Requirements list.
- Confirmed and forwarded confirmations and details for accommodations and local ground transportation to and from the airport and the meeting venue. Brian generally books his travel about 2-4 weeks prior to the event at which time we will forward that information to you.
- Submitted the meeting program/agenda to Brian also including the meeting room name. Are there any last-minute changes or additions he should be aware of (i.e., additional speakers, etc.)?
- Processed final invoice for payment to be received by the due date.
- Selected someone, with strong speaking skills, to introduce Brian. Provided them with a copy of Brian's Introduction to rehearse one week prior to the date of the event.
- Selected someone to take photos of Brian as he presents. Reviewed the *Recommendations for Taking Speaker Photos* sheet that will be sent along with the Introduction one week ahead of event.

We hope you find this checklist helpful. If you have any questions, please call Brian's management company at 214-543-0844 or email us: Nancy Winkler at [nancy@adlspeakers.com](mailto:nancy@adlspeakers.com) or Michele Lucia at [michele@BrianGareau.com](mailto:michele@BrianGareau.com).