

Event Process Checklist

Upon Signing of the Contract

Please work with the SpeakersOffice team to schedule the following two meetings with Dr. Eurich:

- € **Pre-Event Call: 3 - 4 weeks prior to event**
 - The purpose of this conversation is for Dr. Eurich to learn your specific goals for the session, as well as your business strategy and vernacular to customize her talk to your unique audience.
 - At least 48 hours prior to the call, please complete the Pre-Program Questionnaire (PPQ) and send to info@speakersoffice.com. If you don't receive the PPQ shortly after executing the contract, please contact cassie@speakersoffice.com.
- € **Post-Event Call: 1 - 2 weeks following event**
 - The purpose of this call is to debrief the event, provide feedback, and for Dr. Eurich to provide any additional suggestions for making the learning from the event "stick."

The Month Before the Event

- € **Pre-Program Questionnaire**
 - Dr. Eurich tightly customizes the content of her talk to ensure attendees get the most of the program. Please complete the Pre-Program Questionnaire (PPQ) prior to the pre-event call with Dr. Eurich so she can learn more about your objectives and audience. If you don't receive the PPQ shortly after executing the contract, please contact cassie@speakersoffice.com.
- € **Handouts (If Applicable)**
 - Typically, for events over two hours, Dr. Eurich will prepare handouts to enhance participant learning—handouts must be printed and handed out by the client. Please notify your contact at the SpeakersOffice how far in advance you need the handouts.

The Week of the Event

- € **Logistics Call**
 - Schedule and hold a quick call with Cassie from Speaker's Office regarding final logistics: cassie@speakersoffice.com or +1 (760) 603.8110.
- € **Autograph Session (If Applicable)**
 - If you have arranged for Dr. Eurich to sign books after her presentation, please make sure there is an area where she can sit while signing books and meeting participants.

If you have any questions, or we can do anything else to make your event a smashing success, please don't hesitate to contact us: info@speakersoffice.com or tasha@tashaeurich.com.

Thank you for your business!