

# SPEAKER CHECKLIST

There's a lot to do by the time the summit 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, due by September 15, 2020.
- **Presentation slot scheduled:** As soon as possible, due by September 15, 2020.
- **Worksheet for my team to design** (remember, you can choose between this and sending your own branded worksheet): September 28, 2020.
- **Presentation and own branded worksheet:** October 5, 2020.
- **All-Access Pass contribution information:** September 15, 2020.
- **Promotion period:** October 12-25, 2020.
- **Summit dates:** October 26-30, 2020.
- **All-Access Pass cart closes:** November 2, 2020.
- **Affiliate payouts:** by November 16, 2020.

\* **Remember**, you have the choice of creating your own worksheet or sending it to me for my team to create with the summit's branding.

\*\* 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
- Join the *speaker Facebook group* and say hi!
- Create your *affiliate account*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- If you'd like some feedback, send your presentation to [hello@thefoodbloggerssummit.com](mailto:hello@thefoodbloggerssummit.com)
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Draft a worksheet based on your presentation (if you don't have time to create a worksheet send your finalized presentation over early and my team will take care of it.)
- Upload your final presentation and completed worksheet
- Upload your contribution to the All-Access Pass
- Decide on your promotion strategy for your email list and social media, 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 Facebook group and do a Facebook live if you'd like to continue the conversation. Please be mindful of when other presentations are live.
- Jump into the presentations of other speaker's as you have time throughout the week to show your support