

SPEAKER CHECKLIST

There's a lot to do by the time March 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:** January 17
- **Presentation:** February 7
- **Promotion period:** February 7
- **Summit dates:** March 17-21
- **Power Pack cart closes:** March 23
- **Affiliate payouts:** March 31



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
- Join the attendee Facebook group
- Create your affiliate account
- Outline your presentation (check out the [Speaker Information page](#) for some guidelines)
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your final presentation to the form we emailed over
- Upload your contribution to the Designer Power Pack
- 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 (optional)
- Make a plan for how you'll connect with your new subscribers
- Parrrtayyyyy!