



SPEAKER AND TRAVEL REQUIREMENTS

CHECKLIST

As the event coordinator, we know that there is a lot that you have to remember. In an effort to ensure that everything runs smoothly for your event, we have provided this checklist to help you remember some of the important things. If you need any additional help or have questions, please contact Clestine's assistant Christine at 1-866-456-1126 or Christine@DivineDiscipline.com. Clestine's excited and looking forward to empowering you and your group!

TRAVEL

- Booked Clestine's airfare.
- Accommodations taken care of.
- Transportation taken care of *(from and to airport)*.
- Two (2) Vegetarian meals per day will be provided *(can include dairy)*.

EVENT

- Bulletin insert forwarded to church clerk and printed.
- Clestine's Workshop handouts are printed *(enough for projected number of attendees)*.
- A/V department has been contacted about:
 - Wireless clip on or cordless microphone for Clestine.
 - Video and audio recording of the keynote and workshop for Clestine *(master DVD and CD will be given to Clestine)*.
 - Laptop and LCD projector available for Clestine's workshop.
- Small prop table for the keynote and workshop.
- Bottled water for Clestine *(preferably Aquafina or Dasani, but not required)*.
- A six foot (6ft) product table will be set up in a high traffic area for product sales after the workshop.
- Two (2) honest, trustworthy, personable and friendly people have been asked to assist Clestine at the product table.

FEE

- Check has been cut and is ready for Clestine.

MY ADDITIONAL REMINDERS FOR THIS EVENT:

- _____
- _____
- _____

