



SEMINAR CHECKLIST

Please use the following seminar checklist to make sure your event is a success:

Confirmed the exact time, date and location of James' presentation by contacting us

Completed James Speaking Request form to provide him with background information on your organization and details of the event

Provided James with additional background information on your company including annual reports, brochures, etc.)

Obtained all of the logos, photos, bios and other information necessary to promote the seminar? (If you require something that is not found on our website, please contact us.)

Obtained all of the Audio/Visual Equipment for the seminar? (Refer to the Audio/Visual Requirements list)

Confirmed accommodation and travel arrangements, including local ground transportation to and from your seminar venue. Forwarded accommodation and transportation details to James "Bird" Guess LLC.

Reviewed and faxed back a signed copy of Contract Agreement that outlines the scope of James "Bird" Guess' seminar and payment terms.

Arranged for each attendee to receive a copy of James' book (at your discretion).

Selected someone with strong speaking skills before audiences, to introduce James. Provided the Introducer with a copy of James' Introduction to rehearse with?

We hope you find this checklist helpful. If you have any questions, please contact us at 888.369.1339 or speak@jamesbirdguess.com