

# SPEAKER CHECKLIST

There's a lot to do by the time November 9th 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.

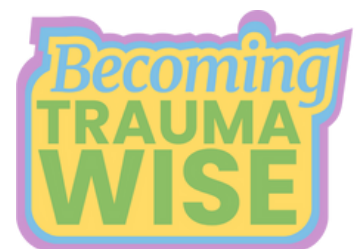
## IMPORTANT DATES:

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**
- **Worksheet for my team to create/design\*: [DATE]**
- **Presentation, worksheet, and slides\*\*: 10/15/2023**
- **Welcome Care Package contribution**
  - **Info due: ASAP**
  - **Materials Due: 10/16/2023**
- **TraumaWise ToolKit (Premium Bonus) contribution**
  - **Info due: 10/9/2023**
  - **Materials Due: 10/19/2023**
- **Promotion period: 10/23/2023 - 11/8/2023**
- **Summit dates: 11/9-11/2023**
- **TraumaWise ToolKit cart closes: 11/15/2023**
- **Attendee Facebook group closes: 11/30/2023**
- **Affiliate payouts: by 11/17/2023**
- **Presentation Due: 10/15/2023**

**\* If you have let me know you need support to design your worksheet or Care Package Contribution**

**\*\* 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 here
- Join the [\*\*\*attendee Facebook group\*\*\*](#)
- Create your ***affiliate account (coming soon)***
- Outline your presentation (check out the [\*\*\*Speaker Information\*\*\*](#) page for some guidelines)
- If you'd like to be interviewed for your presentation, schedule a time [\*\*\*here\*\*\*](#)
- If you'd like some feedback, send your presentation to [\*\*\*renae@traumawise.com\*\*\*](mailto:renae@traumawise.com)
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your ***presentation and contribution to the Welcome Care Package***
- Upload your contribution to the [\*\*\*TraumaWise Tool Kit\*\*\*](#)
- Decide on your promotion strategy, 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
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- Celebrate!

