

## **Seminar Checklist**

**To help you ensure everything goes smoothly for your engagement with Billy Cox we have provided the following checklist - so nothing gets overlooked and you will look like a superstar!**

- Confirmed the exact time, date and location of Billy's presentation by contacting Success Solutions.
- Completed Billy's Pre-Seminar Questionnaire to provide him with background on your company and details of the seminar.
- Sent Billy Cox additional background information on your company (i.e., annual and quarterly reports, company brochures, new employee packages, etc.).
- Submitted the seminar program/agenda to Billy Cox. Are there any last minute changes or additions he should be aware of (i.e., additional speakers, 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.)
- Reserved 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 Billy Cox at Success Solutions.
- Reviewed and faxed back a signed copy of Letter of Understanding that outlines the scope of the Success Solution's seminar and payment terms.
- Arranged for each attendee to receive a copy of Billy's book (at your discretion).
- Selected someone, with strong speaking skills before audiences, to introduce Billy. Provided the Introducer with a copy of Billy's Introduction to rehearse with?

**We hope you find this checklist helpful. If you have any questions, please call us at 972-672-7153.**