

Meeting Planner checklist

You are a busy person and you don't need any more stress as multiple priorities demand your attention. Please use this checklist to reduce the amount of time and attention given to the details for our event.

Items I need to send to Pam Vaccaro

- Signed letter of agreement.
- Deposit for Pam's program/s.
- Completed Meeting Planner Action Form.
- Our copy of instructions, agreements, and requests for information from our office.
- Copies of promotional materials.
- Hotel reservation confirmation.
- Air and ground transportation instructions.
- Contact persons: audio-visual, introducer, and others if necessary.

Other items that need arranging before Pam's program at our event

- Audio-visual set up and contact person secured.
- Product request and shipping (if applicable).
- Table for product sales and volunteers to help Pam while she speaks with participants (if applicable).