

PRE PROGRAM CHECKLIST

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TEAM PHEIFF covers the basics to help you create an event that is successful and leaves your attendees talking about your event for months and years to follow.

Nothing is more important to Connie than helping you make your event a success. In order to make certain nothing 'falls through the cracks' at game time, we have created a pre-program checklist you will help your and TEAM PHEIFF greatly in presenting a flawless program for you.

Lets us help you... send us any information you have such as industry magazines, company history, recent newsletters, or product brochures that will increase Connie Pheiff's understanding of your audience and message. If available, send us a copy of the program you will be using for this event. We appreciate your help and please contact us if you have any questions.

HANDOUTS

We will send you quality, four-color goal setting freedom journal for each member of your audience. These journals are not marketing or sales pieces. This is a take-home, valuable tool they can use to help increase their entrepreneurial success. We request that you place the journals on chairs and make available. We will pay for shipping back the extras.

CONNIE'S INTRODUCTION

Connie hates long introductions. Let us sum this up in less than 40 words.

25 years corporate... She was the CEO of Girl Scouts

10 years entrepreneur

Worked with 1,000's organizations; entrepreneurs, C-Level Executives, and Market Leaders

Four books ... Radio personality ... Speaker and Coach ... Human behavior expert and Business Architect

And... what we all could use now and then... a Friend!

Bottom line: Get ready to go further, go wider, go deeper and learn more about how to **BE YOUR AUTHENTIC YOU** more than you ever thought possible when you learn how to put together your Action Plan and get ready to take Action!

Put your hands together for Connie Pheiff!

ROOM SET UP

The following is important for the overall success of your event.

Lectern | Podium | Platform

- o The distance from the first row of seats | tables to the stage should be no more than 10 feet.
- o With groups of 200 or more, Connie is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her presentation. Please have steps placed in the front, if possible.
- o Connie does not speak from a lectern ~ therefore a clear stage is a must. Connie's high energy will keep her moving from side to side. You will often find her off stage interacting with the audience. If a lectern is necessary for other parts of the program, please set it to the side of the stage during Connie's presentation.

Microphone | Lighting

- o Wireless Lapel or wireless ear mic (Connie can provide if not available)
- o Wireless hand held microphone for audience participation
- o Full house lights (Please use as much house lights as possible)

Head Table

- o If the head table is on the stage, please have it set far enough back so Connie can work in front of the table. (She needs room to move and interact with the audience!) Reserve seats in the audience for the people at the head table so they can enjoy the program as well.
- o If presenting during a mealtime, Connie would prefer to speak before or after the meal is complete ~ this allows the attendees time to enjoy their meal and time for networking.

Hotel and Travel Arrangements if applicable

- o Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival. Connie Pheiff will be responsible for her travel arrangements from Los Angeles, California.

Ground Transportation if applicable

- o Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Connie.

Payment of Fee

- o Per the agreement the fee is to be paid 50% at time of agreement and balance paid in full 10-days prior to the engagement. An invoice (with the exception of jobs through a speakers' bureau) will be emailed 15-days prior to the engagement as a reminder.

Note: Audio or video recordings of this presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT.

Once these items have been marked off your checklist, you can be assured that your conference will run smoothly ~ now YOU can relax and let Connie Pheiff do the rest!

QUESTIONS: Call us at 570.906.4395. We're always happy to help

WE BLOW SHIT UP!