

SPEAKER CHECKLIST



There's a lot to do by the time February 26th 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
- Presentation and slides**: DECEMBER 8, 2023
- ALL INCLUSIVE PASS contribution: DECEMBER 8, 2023
- Promotion period: FEBRUARY 12-25
- Summit dates: FEBRUARY 26-28
- ALL INCLUSIVE PASS cart closes: MARCH 8
- Attendee Facebook group closes: MARCH 10
- Affiliate payouts: MARCH 15

** 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
- Join the *attendee Facebook group*
- Create your *affiliate account*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- If you'd like some feedback, send your presentation to **admin@freakingdelish.com**
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your contribution to the ALL INCLUSIVE PASS
- 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 speakers as you have time throughout the week to show your support
- Celebrate!