

SPEAKER CHECKLIST

There's a lot to do by the time August 17 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**: ASAP (April 30)
- **Presentation DUE**: MAY 30 (or email for extension)
- **All Access Pass Contribution**: June 30
- **Promotion period**: August 3 - Post Summit Sales (Aug 23)
- **Summit dates**: August 17, 18, 19
- **All Access Pass cart closes**: August 23
- **Affiliate payouts**: September 4

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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**
- Complete the **basic information questionnaire** (using the link emailed after you signed your presenter agreement)
- Create your [affiliate account here](#)
- **Outline your presentation** (check out the *Speaker Information page* for guidelines or your email for a [quick cheat sheet](#))
- If you'd like some feedback, send your presentation to **admin@freakingdelish.com**
- **Record** your presentation (horizontally & in no less than 1080 P)
- **Edit** your presentation (remember, it doesn't have to be perfect!)
- Complete the **Presentation Questionnaire**, which is where you upload your presentation & any extra materials & your All Access Pass Contribution, too!
- 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)
- **Mention** the summit in newsletters via an extra P.S.
- **Schedule social media posts** (remember to use your affiliate link)
- Join the **Pop-Up FB Group** for the Summit & feel free to pop in any time!
- **Attend your presentation time** and interact with viewers in the live chatbox
- Hop into the Facebook group and do a **Facebook live** if you feel like it!
- **Join the other speakers** as you have time during Summit week to show your support
- **Celebrate!**