



## Meeting Checklist

### Are you ready for a superb meeting?

To help you ensure that everything goes smoothly for your event with Curtis, we've provided the following checklist – just to ensure nothing has been overlooked – so you'll look like a superstar!

- You confirmed the exact time, date and location of Curtis' presentation with Curtis Zimmerman Group
- You talked to a representative from the Curtis Zimmerman group to provide background information on your company and details of your event.
- You sent Curtis additional background information on your company. (Annual and quarterly reports, company brochures, new employee packages, etc)
- You sent a copy of your meeting program/agenda. Are there any last minute changes or additional details Curtis should be aware of (i.e. additional speakers, etc)?
- You have all the logos, photos, bios and other information you need to promote the event. (If you require something that is not found on our website, please email us).
- You booked all the A/V equipment and staging Curtis requires.
- You have received confirmation of hotel accommodation and travel arrangements, including local ground transportation to and from your meeting venue from representative at the Curtis Zimmerman Group.
- You are clear on the contract requirements for payment of Curtis' fee (deposit and balance)?
- You arranged for each attendee to receive Curtis' books, tapes or other tools as gifts (at your discretion) OR you arranged to have a table set up in the back where your audience can obtain Curtis' books, tapes and other tools.
- You understand the procedure in handling the juggling balls before, during and after the event.
- You received copies of Curtis' trifold cards to be passed out to attendees after Curtis speaks.
- You selected someone who is a strong speaker, and at ease in front of large audiences, to introduce Curtis and you provided them a copy of Curtis' introduction to rehearse with?
- You are relaxed, prepared and ready to have some fun!

We hope you find this checklist helpful. If there is anything else you need, or questions you need answered, pick up the phone and give us a call at 513-229-3626.