
Red Cape Revolution Speaker Host Guide

STEP 1: When we say “Yes” to the event, we’ll request basic information about the event and logistics to develop the agreement.

TIMING: At Initial Agreement

- Name of event:
- Type of Event:
(ex: ‘Professional development and team event’)
- Location (complete address):
- Date(s):
- Event Time:
- Speaker’s stage time:
- Presentation title:

Organizer Contact information

- Name:
- Title:
- Company:
- Mailing Address
- Office ph.:
- Mobile ph. (for day-of contact):
- Email address:
- Home mailing address

Organizer’s backup contact on day of event:

- Name:

• Mobile ph. (for day-of contact): _____

• Email address: _____

Travel expenses

Travel expenses, including mileage and other out-of-pocket expenses, will be:

• Charged as occurred?; or
Waived?: _____

• Process for reimbursing
expenses: _____

Email invoice to: _____

Other instructions: _____

Hotel Accommodations, if applicable

• Email invoice to: _____

• Other instructions: _____

Invoicing

What is the process for invoicing the speaker fee:

• Email invoice to: _____

• Other instructions: _____

Book Pre-order

Would you like to pre-order Darcy Eikenberg's book, "Bring Your Superpowers to Work: Your Guide to More Clarity, Confidence & Control" [*book & shipping cost to be addressed separately*]? If so,

• # of books to purchase in
advance: _____

• Earliest date that book shipment
should arrive: _____

STEP 2: Next, we'll gather more specific details around speaker travel, and pre-event marketing logistics.

TIMING: Upon signed Speaker Agreement

- **Airport:** If applicable: What is the recommended airport to use to travel to and from your location?:

- **Local hotel accommodations:** If applicable:

Hotel Name (provided? Or recommendation?):

Date(s) of hotel stay

Marketing Material

We will send a Presentation Blurb, Darcy's bio, Darcy's Headshot, and a jpg of Darcy's book.

- Other marketing material requested?:
- Deadline to receive the marketing material?
- How many attendees are you expecting or do you typically have at this type of event?
- Would you like to have a video blurb from Darcy?

STEP 3: As the speaking event date approaches, we'll request details about logistics that need to be planned in the day(s) of and leading up to the event.

TIMING: Approximately 5 weeks ahead of conference date

Meeting Location

Any special instructions for:

- Parking:
- Security to the building
- Room location of the meeting.
- What is the set up of the room (classroom style, round tables, etc)

- Are there any obstructions such as pillars in the room.

Darcy's arrival time:

Ideally Darcy would like to arrive at the meeting room an hour prior to 'start time'.

- Name of person who can meet Darcy early: _____
- Mobile #: _____
- What time will that person be there? _____
- If technical assistant will be on site, please list name, and mobile number: _____

Darcy's cell phone # is 404-313-0278

Meeting Agenda

Provide meeting agenda to include

- (1) Registration Time: _____
- (2) Darcy's presentation start and finish times: _____
- (3) If there is a set time for Q&A: _____

Darcy's Presentation

We would like to send Darcy's PowerPoint presentation a few days ahead of the conference to be set up on a laptop and ready on the day of the event. Darcy will also have the presentation on a thumb drive as a back up.

- Is a laptop available for this purpose? _____
- Who should it be sent to? _____

Audio-Visual

Confirm that the following will be provided:

- Projector _____
- Screen _____
- lavalier microphone if a large group _____
- The typical extras that you might have for this type of event: extension cord, power cord, etc _____

- Provide estimated number of attendees for handout printing (if applicable) and other planning.
- Can organization receive the document to print on site?
- Deadline speaker host should receive handout to print on site.
- Provide promotional link for Darcy to share to her networks

Misc.

- **Speaker Introduction:** Would you like to receive Darcy's bio summary to reference when introducing Darcy at the start of her presentation?
- **Sales of Darcy's book at event:** Will Darcy be able to sell her book, "Bring Your Superpowers to Work: Your Guide to More Clarity, Confidence & Control", at the event?

STEP 4: The week of the event has arrived! We will be in touch to finalize all logistics for the day of the event.

TIMING: Approximately 1 week ahead of conference date

- Will send test presentation to confirm large file can be received, via WeTransfer.com (4 days prior to event)
- Will send final presentation to save to a laptop (2 days ahead)
- Will request final RSVP number
- Speaker fee due
