

## *Suggested Event Preparation Checklist*

### Contract Stage

- Review Contract
- Confirm that the date, time, agenda and contact information is correct.
- Sign and return contract to your agent by fax at 646-227-4901, by email at [contracts@harrywalker.com](mailto:contracts@harrywalker.com) or online via MyHarryWalker.com.
- Make note of the payment dates and provide copies of the invoices to your Accounting Department.

### Speaker On-Site Requirements

- Work with your Speaker Relations Account Manager to review the hotel and travel needs for your speaker.
- Review the Audio/Visual needs for your Speaker to ensure that the venue has all of the required elements available.

### Approval of Special Information

- Let your Speaker Relations Account Manager know if you intend to videotape the speech for archival purposes. Be sure to check your contract to make sure taping is permitted for your speaker before making arrangements to record the speech.
- Any additional requests for the Speaker's participation on-site, beyond the contracted agenda, must be approved in writing.
- Provide any event marketing material that includes the Speaker's information to your Speaker Relations Account Manager for approval.
- Provide the proposed "Speaker Introduction" to your Speaker Relations Account Manager for approval.

### One Week Prior to Speaker Arrival

- If Speaker will be attending a meal, please ask about any diet restrictions. Also, please provide a list of other attendees who will be seated with the Speaker, along with brief bios of each person.
- Provide your Speaker Relations Account Manager with the contact number of the car service and the drivers' cell phone numbers for all ground transportation.
- Provide your Speaker Relations Account Manager with the confirmation numbers for all hotel reservations.

### Post-Event Follow-Up

- Congratulations on a successful event! We would love to hear your feedback, so your HWA Agent will contact you via phone or email to follow-up on your event.
- Be sure to Email, or mail, HWA any photos of the Speaker from your event for Speaker's archival purposes.
- If the speech was recorded, please send HWA a DVD copy for the Speaker's archival purposes.