

Wellspring Living Speakers Bureau // Event Checklist

BEFORE

- Reach out to the event host within 48-72 hours to introduce yourself and confirm details
 - You and the event host will receive an introductory email from events@wellspringliving.org to help facilitate the connection.
 - Talk to event host about details such as: amount of speaking time allotted to you, who the audience is, any specific topics requested, technology capabilities, and type of presentation expected (keynote, panel, tabling)
- Prepare for the event
 - Feel free to use wellspringliving.org/speakers for resources.
- 3 days before the event, reach out to the event host to confirm final details.
- 1-2 days before the event, call one of three locations to schedule pick-up of a Speakers Bureau box
 - Locations: Peachtree City Treasures, Duluth Treasures, WL Main Office
- Pick-up the Speakers Bureau box

DURING

- Attend event
- For grant reporting purposes, please have event attendees write their names on the event attendance sheet. There should be a copy in the Speakers Bureau boxes, but if not, there is one posted on wellspringliving.org/speakers.

AFTER

- Return Speakers Bureau box to location where it was picked up within 48 hours
- Fill out post-event survey
 - <https://www.surveymonkey.com/r/TM9VYPY>
 - This survey tells us a little about the event, if more materials need to be added back to the box and gives you a space to tell us how you felt the event went.