

SPEAKING CHECKLIST

Date _____ Location _____ Time _____

INVENTORY

- _____ Order Forms – Type _____
- _____ Order Forms – Type _____
- _____ Order Forms – Type _____
- _____ Packages
- _____ Singles
- _____ Credit Card Slips
- _____ Book Display Stands
- _____ Cash Drawer(s)
- _____ Cash for Change
- _____ Pricing Signs
- _____ Chairs
- _____ Board & Easel
- _____ Autograph Markers
- _____ Hand Truck
- _____ Give-Aways
- _____ Credit Card Machine
- _____ Headset Wireless Microphone
- _____ Lap Top
- _____ Projector (LCD)

ITEM

- _____ Opportunity Seminar Checklist
- _____ Portfolio & Form Book
- _____ Presentation & Portfolio Disc

Check---ITEM

- _____ Add to E-MAIL client list!!
- _____ Add to client list!!
- _____ Introduction
- _____ Handouts
- _____ Book Marks
- _____ Permission from helpers identified
- _____ Polish Shoes
- _____ Masking Tape – to rope off chairs
- _____ Should this be video taped? Audio?
- _____ Mini disc & blank/Digital Recorder
- _____ Recharge mini disc battery/digital batteries
- _____ Mints
- _____ WHO should I meet & contact number?

POST PROGRAM

- _____ Add to client list
- _____ Thank You follow-up letter
- _____ Report to bureau?
- _____ Expense reimbursement?

GOOD STUFF” Table

- _____ Coverings for table – Color _____
- _____ MC/Visa sign
- _____ Extra order forms
- _____ Foam core displays
- _____ Chocolates/Cookies/Bean Pies
- _____ Order collection envelopes
- _____ Extra pens

PRODUCTS

- _____ Leadership Pack
- _____ Book – Type _____
- _____ Book – Type _____
- _____ Other – Type _____
- _____ CD's – Type _____
- _____ CD's – Type _____
- _____ CD's – Type _____
- _____ DVD's – Type _____
- _____ DVD's – Type _____
- _____ DVD's – Type _____