

# Keith Wyche's Event Checklist

To help you ensure everything goes smoothly for your engagement with Keith Wyche, we have provided the following checklist – so nothing gets overlooked, and you will look like a superstar!

- Reviewed and sent back a signed copy of Letter of Agreement that outlines the scope of Keith's presentation and payment terms.
- Processed deposit invoice for payment.
- Obtained all of the logos, photos, bios and other information necessary to promote the event.
- Completed and returned Keith's Pre-Event Questionnaire 30 days prior to event and scheduled a call between key stakeholders and Keith. This will provide Keith with background on your company and details of the event.
- Sent Keith additional background information on your company (i.e., annual and quarterly reports, company brochures, new employee packages, etc.).
- Arranged for each attendee to receive a copy of Keith's book that complements your topic. Ask us about discounted pricing.
- Kept ADL Speaker Management, LLC apprised of any changes to the exact time, date, and location of Keith's presentation.
- Reserved all of the Audio/Visual Equipment for the meeting. Refer to the Audio/Visual Requirements list.
- Confirmed and forwarded confirmations and details for accommodations and local ground transportation to and from the airport and the meeting venue. Keith generally books his travel about 2-4 weeks prior to the event at which time we will forward that information to you.
- Submitted the meeting program/agenda to Keith also including the meeting room name. Are there any last-minute changes or additions he should be aware of (i.e., additional speakers, etc.)?
- Processed final invoice for payment to be received by the due date.
- Selected someone, with strong speaking skills, to introduce Keith. Provided them with a copy of Keith's Introduction to rehearse prior to the date of the event.

We hope you find this checklist helpful. If you have any questions, please call Keith's management company at 214-543-0844 or email us: Nancy Winkler at [nancy@adlspeakers.com](mailto:nancy@adlspeakers.com) or Michele Lucia at [michele@KeithWyche.com](mailto:michele@KeithWyche.com).