

Pre-program checklist

Kate would like to provide you with the best possible keynote or training experience. The following information will enable you to prepare both her and the facility for a flawless, stress-free presentation. We appreciate your time and attention taking care of these items. If you have any questions or we can be of any other assistance, please call 888-543-9255 or in the Twin City area 952-943-1430.

Program Specifics

___ **Customization** - For Kate to customize your program she will need to get a clear understanding of your organization and/or industry. She will need your:

- website and other sites you believe would be helpful for her to visit
- mission, vision and values statements
- theme(s) for the year
- recent media attention
- newsletters
- industry journals
- promotional materials for the upcoming program

___ **Participant involvement** - Provide 5-10 names and phone numbers of participants so Kate can contact them and get their input as to their expectation for the program. Kate will create a quick questionnaire to learn what participants want to hear, are tired of hearing, and need to hear as it relates to the topic on which she is presenting. These surveys will be sent back directly to Kate, so they remain confidential and anonymous.

___ **Platform Needs** - Kate does not need a lecturn; however she would appreciate a small round or rectangular table for props and water at the head of the room or on the platform.

___ **Technology & AV needs**

- Keynotes - Kate will let you know if she is using a computer for her keynote presentation.
- Workshops/Breakouts - We will need a Proxima projector (or a similar computer projector model) for computer presentations, a remote is preferred, however, not necessary.
Kate will frequently use a flipchart with audiences of 50 and under for interactive exercises.
Microphone - Kate would prefer a wireless lavalier for audiences over 40 participants.

___ **Introductions** - [Click here](#) to select the introduction for your program.

___ **Bonus Walking Programs** - if you have also arranged for Kate to provide exercise walking classes (always occurring after her presentations or keynotes) at your conference/retreat/convention, she will provide release forms and handouts for participants. She will need a walking path map, the location for meeting and announcement cards or posters for the program at the site.

TRAVEL SPECIFICS

___ Kate always works to get the best possible prices on travel requirements.

___ **Travel arrangements** - Kate's office will make arrangements for her travel needs. Airline ticket costs will be emailed upon receipt of tickets. (Unless you request that all expenses are sent at once-which will be following the events.) If Kate is driving please provide driving directions.

___ **Hotel arrangements** - please reserve a no smoking room, away from the elevators. Let our office know the reservation number when you receive it. Billing should go directly to the client.

___ **Fee Payment** - Please remember the remainder of your fee (per the agreement) is due upon completion of the program on site. An invoice for travel expenses and daily per diem (\$40-60) will follow the program.

Friendly reminder - Audio and video recording of the presentation in part or in whole is not permitted without a pre-approved written agreement with Kate Larsen and Winning LifeStyles, Inc. A separate fee quotation for recording is available upon request.

Thank you for allowing Kate to be a special part of your programming!