



Jan's Coming, Now What Happens Next?

Planners, my goal is to make you look like a **rock star** and to be one of the **easiest parts of your entire event!** Here's what you can expect from me.

BEFORE THE EVENT:

- Meet deadlines. Have information you need from me before the deadline.
- Be on time for pre-conference planning calls.
- Do my research. I customize my speeches by talking to participants, leadership and planning teams so that I understand the audience's world and make the talk applicable to them.
- With travel, I strive to find the most economical, reliable suppliers to keep costs to a minimum.
- I promote the organization and the event (if appropriate) through social media channels to help drive attendance and create excitement for the meeting.
- I always touch base a week before the event to make sure that any last-minute details/changes are covered so the participants have the best experience possible.

AT THE EVENT:

- I let you know that my travel schedule is on time and that I've arrived safely, so you don't lose sleep wondering if your opening keynote made it in the night before!
- When possible, I participate in networking events to make a connection with the audience before the keynote and provide added value to the organization.
- I show up on time for sound/tech checks and, when applicable, introduce myself individually to audience members in advance of my presentation.
- I bring high energy to the platform and connect with the audience from the minute I hit the stage. My primary goal is to enhance their lives and leave them better than they arrived as a result of the time we spent together. I am known for not using slide show presentations and keeping the participants actively involved in the content.

AFTER THE EVENT:

- Expenses with receipts and invoices are turned in timely so that you can expedite wrapping up your after-conference details.
- I respond quickly to any special follow-up requests from the organization or participants.
- We promote the organization and the event through social media posts for further exposure.