

NEXT STEPS

Thank you for inviting Craig to speak at your event! We are very excited about this opportunity to work with both you and your group. Please take a moment to read this document and see what your next steps are for making Craig's presentation a roaring success.

Audio/Visual - Craig prefers to use a lavalier microphone (cordless, clip-on) and then have a handheld microphone for his interactions with your audience. Because Craig rarely uses PowerPoint presentations or visual, no projection equipment is needed unless previously discussed

Room Arrangement – To maximize audience visibility and participation, rooms should be arranged theater-style, where possible. We've found that when participants are seated close to the front and together, they get the most out of Craig's interactive presentations. Should the presentation room provide more seating than there are participants, we ask that you tape or rope off the extra seats beginning in the back of the room or auditorium.

Introduction - We have prepared an introduction to be read prior to Craig's presentation. Please make sure that the introducer is a savvy spokesperson who can deliver the introduction with vigor.

Program/Agenda - If there is a formal program or agenda for the event, please include Craig's bio information as well as his address, phone number and e-mail address.

Miscellaneous - Craig's books, tapes/CD's will be made available at a special rate to all attendees interested. We will need one or two volunteers to help Craig manage product sales at the end of presentation. Please have them introduce themselves to Craig BEFORE the presentation begins, so that he can give them instructions.

Travel Arrangements – For our out-of-town events, we take care of all travel arrangements with the exception of the hotel reservation. We have found that our clients are more knowledgeable about the area in which the event is being held and can find a hotel close to the event with little effort. Please let us know the hotel's location, phone number, and reservation confirmation number.

Thanks again for choosing Craig Zablocki. Expect a call from Craig one to two weeks prior to your event. In the meantime, should you have any questions or comments, please do not hesitate to call us at 303-830-7996.