

We know event day can be stressful and so to help make your life easier, we've pulled together a little checklist to help!

Keynote

- ☐ Early access to event space (separate of AV check)
- ☐ AV check for slides, videos and mic
- ☐ Wireless headset mic
- ☐ Room temp water for pre and post performance
- ☐ Chair near the stage to be used as a prop
- ☐ Plan agreed with AV team about collection of media assets
- ☐ Introduction discussed with Phil's team and or Phil himself

Workshop or Breakout

- ☐ Whiteboard or flipchart with large markers
- ☐ Wireless handheld mic for audience involvement
- ☐ Wireless headset mic for Phil
- ☐ Room temp water for pre and post performance
- ☐ Table and barstool (tall boy if possible)

Fireside Chat

- ☐ Pre-planned questions
- ☐ Room temp water for pre and post performance

Meet and Greet / Book Signing

- ☐ Sharpie markers (1 per 50 books)
- ☐ Designated plan for photos