



Logistics Checklist



SETTING THE STAGE FOR SUCCESS!

LET'S DO THIS!

If there's one thing I've learned from my speaking experience, it's that a successful event is in the details. My team and I would appreciate your help with the following logistics. *Together, we're going to create a positive, memorable event for your audience.*

LOGISTICS RUN THROUGH	Please provide 30-minutes where Justin and the AV team can test the sound, go through the presentation, and ensure everything is working properly before the event.
ARRIVAL DAY OF PROGRAM	Justin will arrive on-site one hour before his speaking time, unless directed otherwise.
INTRODUCTION	Please download Justin's "Stage Introduction" and use this to introduce him to the audience.
MICROPHONE	A wireless headset microphone is preferred. Please have a backup wireless handheld available.
PODIUM	Please remove the podium or move it to the side of the stage so it does not block the audience's view.
CONFIDENCE MONITOR	Justin will need to see his presentation without turning around and looking at the screen. Please provide a confidence monitor or ensure his laptop is visible from the stage.
PRESENTATION	Justin will use his Mac laptop to project the presentation. The slides are optimized for a 16:9 display.
SLIDE ADVANCER	Please provide a back-up long-range slide advancer.
RECORDING	Unless agreed upon in our contract, there should be no recording of the presentation or audio.
AUDIENCE INTERACTION	Please have a wireless handheld microphone and two chairs available near the stage.
ACCESS TO STAGE	Justin frequently asks audience members to join him. Provide easy accessibility to the stage.
SOCIAL MEDIA INFO	Tag Justin in any photos on social media @JPinspires.
VIDEO TESTIMONIALS	If testimonials are part of your contract, prepare to record them immediately following the event.
HOTEL ARRANGEMENTS	Send Justin the confirmation # to his hotel reservation based on the preferences outlined in contract.
PAYMENT	All payment must be provided prior to Justin speaking to the audience.
BOOK SIGNING	If book signing is part of our contract, please provide a cocktail table and chair, black tablecloth, sticky notes, pens, and one staff member to help manage the line.