

E V E N T C H E C K L I S T

- Initial briefing with Bob
- Planning logistics for the day of the event (travel, arrival, timing, sound check, etc.)
- Content review and pre-event briefing with Bob
- Final arrangements for event and back-up plans
- Stage set-up
- Bob arrives and makes contact
- Sound Check
- Event Day(s) and presentation(s)
- Post-event debrief
- Plan next event 😊