

# KETO DIET SUMMIT

## SPEAKER CHECKLIST

There's a lot to do by the time March hits, but we've got it under control! Here you'll find a list of important due dates to add to your calendar as well as a checklist to help you track what you've taken care of and what's still left to do.

### IMPORTANT DATES:

Add the following dates to your calendar and keep them in mind as the summit approaches.

And hey, if you want to send things over a little early you won't hear me complaining! ;)

- Basic information: **ASAP**
- Presentation: **February 1st**
- VIP All Access Pass Contribution: **February 1st**
- Worksheet for Presentation: **February 3rd**
- Promotion Starts: **February 9th**
- Summit dates: **February 23-25**
- VIP All Access Pass cart closes: **February 28**
- Affiliate payouts: **March 31**

There is also a task list on the next page for things to do before and during the event. Some of the items are required and some are suggestions.

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TASK LIST: Below you'll find a list of the tasks you'll complete as the summit approaches. Some are bigger, more important tasks and some are smaller suggestions that you may find helpful. **Refer to the [Speaker Information page](#) for details.**

- Add the above dates to your calendar
- Send your basic information over using the link emailed to you
- Join the *attendee Facebook group*
- Create your *affiliate account*
- Outline your presentation (check out the *Speaker Information page* for some guidelines)
- Record your presentation
- Edit your presentation (remember, it doesn't have to be perfect!)
- Upload your contribution to the VIP All Access Pass
- Decide on your promotion strategy, using the swipe copy and templates provided (or feel free to get creative!)
- Schedule emails (remember to use your affiliate link)
- Edit weekly emails to include mentions of the summit
- Schedule social media posts (remember to use your affiliate link)
- Attend your presentation time and interact with viewers in the chat
- Hop into the Facebook group and do a Facebook live if you'd like to continue the conversation
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- Celebrate!