

Event Bookers Check List

My job is to make your easy and work as part of your team. I understand you have a lot to manage in executing a successful event and I am only one part of it.

When you contract my services, you are bringing on a member of your team that is focused on helping you deliver your objectives.

Once the contract and deposit are paid from consultation, planning, travel; from the engaging, bespoke and outcome-focused presentation to the meet and greet, your and your delegates are my top priority.

Checklist:

- Discuss outcomes for audience.
- Confirm dates and venue/location.
- Confirm budget and event/project scope.
- Deadline of deliverables.
- Contract deposit to confirm and travel booked.
- Topic description outline and promotional material.
- Pre-event deliverables.
- Successful deliver event.
- Post event deliverables.
- Follow up outcomes, feedback and next steps.

What other say:

“Janice is an eloquent and highly professional speaker you will have a pure pleasure to work with! She is FABULOUS in communication, and pre-event preparations, her content us OUTSTANDING and the bets bit - she is highly skilled to modify it to YOUR event! As an event organiser, I am highly recommending Janice!”

Olga Geidane Event Host/MC 2023

“Janice moderated our Customer Panel at Outreach's first-ever EMEA Summit, and I could not have asked for a better content partner for the session. Janice was easy to work with, not afraid to get her hands dirty when it came to preparation, and she brought authentic charisma and earned gravitas to the stage when fulfilling her hosting duties. There's been no shortage of praise for the panel, and it would not have been the same without her contributions.”

Jeremy Moskowitz Product Marketing Director Outreach 2022

“Janice is a wonderful person to work with and I recommend her wholeheartedly for speaking opportunities at future events! “

Alexandra Danciu Curator La GoTech World Bucharest Tech Week 2020