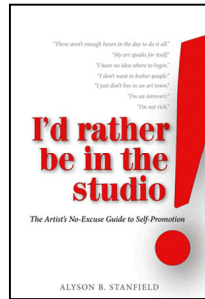


# Alyson B Stanfield art biz coach



## **PRESENTATION ORGANIZER for Speaking and Teaching**

See Action 5 in the book *I'd Rather Be in the Studio!*

Title of Talk:

One or two things I want the audience to remember:

Images I will use:

Date and Time of Talk:

Duration:

*Note: You may not have control over all of this if you are hired by an organization as part of their faculty.  
Adapt to your needs.*

### **Fees**

Mine:

Cost per student:

Transportation required/provided by (don't forget tolls, air fare, car rental, airport parking, and mileage):

Lodging provided by:

Meals/per diem provided by:

Refund policy:

Mine:

The venue's:

Minimum / maximum number of students or audience members:

### **Location**

Contact person:

Phone:

Cell phone (make sure they also have yours):

Email:

Directions / map:

**Extras**

Giveaways:  
Refreshments:

**Publicity (include deadlines)**

Posted to websites:  
Event created on Facebook:  
Blog post(s):  
Twitter:  
Printed materials:  
Electronic messages:

**Arrangements**

Room set-up, tables, chairs:  
Equipment needed:  
Helpers / Duties:  
Nametags

**Handouts**

Business cards  
Postcards  
Info sheets  
Sign-up for mailing list  
Evaluation Forms

**Sales**

Items for sale:

**Display**