



# Pre-Seminar Checklist

*Maximize your efforts by following these proven steps*

NOW	<input type="checkbox"/>	Prepare and send invitation list to Advanced Markets Team and Laura Hadfield using invitation template (indicate mail option)
25 Days Prior	<input type="checkbox"/>	Print flyer with date & location of workshop and post around town
17 Days Prior	<input type="checkbox"/>	Mail invitation letters to client/members
	- or -	
	<input checked="" type="checkbox"/>	<i>Home office mails personalized invitation letters to client/members (\$0.60 each – must indicate on submitted invitation template)</i>
14 Days Prior	<input type="checkbox"/>	Call invited client/members and register those interested by going to <a href="http://90in90.eventsmart.com">90in90.eventsmart.com</a> , selecting their preferred date/location and entering their contact info
	<input checked="" type="checkbox"/>	<i>Registration confirmation email automatically sent to client/member on your behalf</i>
10 Days Prior	<input type="checkbox"/>	Call invitation list again to reach anyone previously unavailable and register those interested by going to <a href="http://90in90.eventsmart.com">90in90.eventsmart.com</a> , selecting their preferred date/location and entering their contact info
	<input checked="" type="checkbox"/>	<i>Registration confirmation email automatically sent to client/member on your behalf</i>
7 Days Prior	<input checked="" type="checkbox"/>	<i>One-week follow-up email automatically sent to registered client/members with date/time/location</i>
3 Days Prior	<input checked="" type="checkbox"/>	<i>Three-day reminder email automatically sent to client/members</i>
1-2 Days Prior	<input type="checkbox"/>	Make reminder/confirmation phone calls to registered attendees

*Attend Seminar!*