

Meeting Planners

Great Partnerships Create Extraordinary Happenings!

What Can Cheewa Do for You?

Before the Presentation

- **communicate** with you regularly before my arrival. .
 - send you a **pre-program questionnaire** to fill out so I can acquaint myself with your organization.
 - either get a **contract** to you or, if you prefer, fill out yours.
 - **send material, including a photograph**, to market my presentation to your employees or membership.
 - get an **introduction** to the person introducing me.
 - work out all arrangements for **products and books** to be used at the presentation.
 - notify you as to my **travel itinerary**.
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On Site

- notify you if there is a **delay** on arrival time.
- contact you on my **arrival**.
- **be accessible** to you for anything you need.
- do an **audio sound check** before my presentation.

- **coordinate** any lighting, staging or other special needs.
- **be in the presentation room** well before start time.
- **stay within my time frame** and adjust time if needed.

Deliver a “knock-their-socks-off” presentation!

After the Presentation

- **be available to the audience** after presenting.
- **check out and depart** with minimal effort.
- **invoice** you for fee and/or expenses promptly.
- provide needed **receipts**.
- **respond to any member of the audience** who contacts me.