

What Can Cheewa Do for You?

Great Partnerships Create Extraordinary Happenings!

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**.

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.