

You've Booked Laurie

I am so pleased you have invited me to speak at your event. I want every single person in your audience to have a wonderful experience learning how to get and stay organized for good! I also want your audience to leave with something more; a renewed faith in their own ability to stay in control of their life no matter what future challenges they may encounter. Please let me know if I can do anything more to help make this event your most successful!

You're busy, so here's the information you will need once your event has been booked:

Travel Guidelines

Transportation: For travel within Utah, please provide gas/mileage reimbursement to and from event.

Please let me know if there are any pre-event meetings or dinners that you would like me to attend. If my schedule allows, I enjoy getting to know the attendees in advance and often find new ways to customize my presentation.

AV Requirements

I use PowerPoint for all of my presentations. I will bring my own laptop, remote control advancer and thumb drive.

I need you to provide:

- LCD projector
- Projector screen
- Small table for my AV equipment
- Glass of water to use during presentation (if needed)
- Wireless microphone (depending on the size of your group)

I use PowerPoint extensively throughout my presentations so projector screen placement should be comfortable for all participants to view easily.

Laurie's Biography

A biography is available in the ***You've Booked Laurie*** section of my website to help with speaker introductions and advertisements.

Promotional Photographs of Laurie

Photographs are available for event promotion and media use which you can download from the ***You've Booked Laurie*** section of my website.

Handouts:

A week prior to your event, I will email a handout master which you can reproduce and distribute to audience members.

Parting Gifts:

Many clients prefer to pre-buy books, or other products as gifts for each participant at their event. Please call Simply In Order™ at 801-809-6396 for special speaking engagement discounts.

Book Signings:

A post-program book signing is an ideal way to extend and enrich the program experience for your audience members. Even a brief one-on-one conversation can motivate people to commit and act on what they have just learned.

For a successful book signing:

- Please allow at least 20-30 minutes or more to give everyone an opportunity for one-on-one time with Laurie.
- Provide a six-foot skirted table near the entrance of the room for the books and products.
- Please have one or two people on hand to assist me during the book signing.

Media:

I have had media experience and will be happy to do complimentary radio, TV, or print interviews to help promote your event. Please call Simply In Order™ to arrange details at 801.809.6396 or email laurie@simplyinorder.com