



## Meeting Checklist

- Confirm the exact time, date and location of Jack's presentation by contacting Lisa Huston at Boomtown Institute.
- Review, complete and fax back a signed copy of the Engagement Agreement that outlines the scope of Jack's presentation and payment terms by the stated due date.
- Complete Jack's Pre-Event Questionnaire to provide him with background on your company and details of the event.
- Please calculate the property taxes on a \$5 million industrial building (please show how you calculated). Please show if there is any abatement offered on a property like this. Send calculation to lhuston@agrancel.com.
- Reserve all of the Audio / Visual Equipment for the meeting.
  - Wireless Lavalier microphone with fresh batteries and a back-up microphone
  - LCD projector and large screen or white surface, may want to have additional projector in case of emergency
  - Power cord / extension cord
- Confirm accommodation and travel arrangements for Jack, including local ground transportation to and from your event venue.
- Forward accommodation and transportation details to Lisa Huston at Boomtown Institute.
- Select someone, with strong speaking skills before audiences, to introduce Jack. Provide the Introducer with a copy of Jack's introduction to rehearse with.

We hope you find this checklist helpful. If you have any questions or if there is anything else you need, please contact Lisa.

**Lisa Huston**

Marketing Services

**Agracel, Inc./Boomtown Institute**

**phone number 217 342 4443**

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**lhuston@agrancel.com**