

SPEAKER CHECKLIST

There's a lot to do by the time The Stepmom Summit hits on August 25th, but we've got it under control! Here you'll find a list of important due dates to add to your calendar, as well as a checklist to help you track what you've taken care of and what's still left to do.

IMPORTANT DATES:

Please add the following dates to your calendar and keep them in mind as the summit approaches. And hey, if you want to send things over a little early you won't hear us complaining! ;)

- Basic information (Bio, headshot, website): **As soon as possible**
- Presentation slot scheduled: **As soon as possible**
- Presentation, worksheet, and slides**: **JULY 29**
- Foundations Pass contribution: **JULY 22**
- Ultimate Access Pass contribution **JULY 22**
- Promotion period: **AUGUST 12 - 25**
- Summit dates: **AUGUST 25 - 27, 2021**
- Foundations Pass cart closes: **AUGUST 28**
- Ultimate Access Pass cart closes: **AUGUST 28**
- Attendee Facebook group closes: **SEPTEMBER 3**
- Affiliate payouts: by no later than **SEPTEMBER 27** (30 days post-summit)

** Slides only required if you used slides in your presentation.

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TASK LIST: Below you'll find a list of the tasks you'll complete as the summit approaches. Some are bigger, more important tasks and some are smaller suggestions that you may find helpful. Refer to the [Speaker Information page](#) for details.

- Add the above dates to your calendar
- Send basic information over using the link emailed to you
- Schedule your presentation slot [HERE](#)
- Join the speaker [Facebook group](#) and say hi!
- Join the attendee [Facebook group](#)
- Create your affiliate account
- Outline your presentation (see [Speaker Information page](#) for guidelines)
- If you'd like to be interviewed for your presentation, schedule a time
- If you'd like some feedback, send your presentation to info@thestepmomsummit.com
- Record your presentation
- Edit your presentation
- Upload your contribution to the Foundations Pass and the Ultimate Access Pass
- Decide on your promotion strategy, using the swipe copy and templates provided (or feel free to get creative!)
- Schedule emails (remember to use your affiliate link)
- Edit weekly emails to include mentions of the summit
- Schedule social media posts (remember to use your affiliate link)
- Attend your presentation time and interact with viewers in the chat
- Hop into the Facebook group and do a Facebook live if you'd like to continue the conversation
- Jump into the presentations of other speaker's as you have time throughout the week to show your support
- CELEBRATE!