



JONATHAN
SPRINKLES



PRE-EVENT CHECKLIST

WE'RE ALMOST THERE!

AS OUR EVENT APPROACHES, LET'S MAKE SURE WE HAVE EVERYTHING WE NEED TO MAKE THIS A HUGE SUCCESS!

Please fill out the short checklist below and send it back to us within two (2) weeks of the event:

Organization Name

Event Date

Time of Event Location

I HAVE RECEIVED ALL PROMOTIONAL MATERIALS AND I HAVE THE FOLLOWING:

- Jonathan's final payment will be ready the day of the event.
If not, indicate when it will be sent
- I have received Jonathan's itinerary and ground transportation is confirmed
Person picking Jonathan up from airport
Title: Cell phone number
- Jonathan's hotel reservation has been made.
Hotel Name Phone
- Room Confirmation #
- I have scheduled my post-event assessment call with a Sprinklisms team member.
Scheduled for:
- Do you have a hashtag for your event? If so, please share # _____

Completed By (Print) Date