There's a lot to do by the time 10 October hits, 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:

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 me complaining! ;)

- [ ] Basic information: As soon as possible
- [ ] Presentation, worksheet, and slides**19 September 2022
- [ ] Launch & Leads PremiumPack contribution: 19 September 2022]
- [ ] Promotion period: 26 September - 14 October 2022
- [ ] Summit dates: 10-14 October 2022
- [ ] Launch & Leads PremiumPack cart closes: 19 October 2022
- [ ] Affiliate payouts: 28 October 2022

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

Launch & Leads
Summit

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 your 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 (check out the Speaker Information page for some guidelines)
- [ ] If you'd like some feedback, send your presentation to anchen@simplydigitaldesign.co.za
- [ ] Record your presentation
- [ ] Edit your presentation (remember, it doesn't have to be perfect!)
- [ ] Upload your contribution to the Launch & Leads PremiumPack

- [ ] 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!

Launch & Leads Summit