

KATHI'S SPEAKER BINDER

SECTION ONE: EVENT SCHEDULE

- A detailed list of where you need to be and when you need to be there
- Contact information for anyone you will be meeting with

SECTION TWO: SPECIAL NOTES

- Anything the event coordinators wanted you to know, including:
 - The event address, your personal assistant, meals, your session information, the audience demographics, etc.
 - Any special requests the event coordinator has made of you
 - Emergency numbers
 - Record of important emails (IE: to whom you sent your slides)

SECTION THREE: HOTEL INFO

- The address and phone number of the hotel you are staying in
- A copy of your reservations

SECTION FOUR: TRAVEL INFO

- Information and itinerary for flights and rental cars
- A printed copy of your tickets and reservations

SECTION FIVE: PRODUCT INFO

- A list of what you have committed to bring
- A list of what you actually brought
- Shipping labels for each box of product shipped, along with tracking number
- Pricing and bundle sheets
- Clear plastic envelope for receipts
- Tax rates for that state
- Temporary sellers permit