

Training Checklist for Jennifer Kahnweiler

Event:

Date:

Here is a checklist to help you prepare for Jennifer's session.
Please contact us at Arlene@jenniferkahnweiler.com / 770-667-3042 or
Jennifer@jenniferkahnweiler.com / 404 316-6891 if you have any questions. Thank you.

Room Setup

- Tables for 4-6 people (round preferred)
- 3 sticky note pads (3"x5") placed on each table
- Table, chair, and signing pen available for book signing
- Books and 4 X 6 book description cards on the book signing
- Bar stool or high chair
- Bottle of water

A/V Equipment

- LCD projector
- Speakers for audio
- Lavalier microphone (for Jennifer)

Flip Chart

- Flip chart stand
- Sticky note flip chart pad
- Markers

General

- Workbooks PDF (e-mailed to you; please print before program – black & white is OK)
- Jennifer's introduction; please practice aloud beforehand — [link to Speaker Introduction](#)
- Name tent cards
(or nametags with font large enough to be seen from several feet away)
- Provide Jennifer with your cell phone #, directions to the meeting room, and Twitter hashtag for meeting