

There are a few things to do by the time June arrives, 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, that's even better!

- Basic information: As soon as possible (to get you on early promo mat'l)
- Presentation time slot confirmed: As soon as possible
- Confirm participation in Power Panel: As soon as possible
- Optional participation in podcast interviews: Agree and book by **April 29**
- Optional slide deck\*\* for your session: **May 9**
- Freebie Resource to offer with your session: **May 9**
- POWER PASS contribution: **May 16**
- Promotion period: **May 25 - June 14**
- Summit dates: **June 14 - 16** (+ Bonus day - **June 17** for pass holders)
- Optional Power Panel Sessions date: Fri June 17**
- Power Pack cart closes: **June 22**
- Affiliate payouts: June 24**

\*\* Slide deck only required if you need slides in your presentation.

**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
- Confirm schedule availability for your presentation time slot
- Confirm if you'd like to be interviewed for the podcast AND to have a video clip of your intro in the sizzle reel for promo use and in the event
- Schedule your optional podcast interview
- Join the *speaker Facebook group* and say hi!
- Join the *attendee Facebook group*
- Save your *affiliate link* for easy access
- Upload or share links to your bonus contribution to the "Power 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 upcoming summit
- Schedule social media posts (remember to use your affiliate link)
- Hang out or return after your session to the Facebook group and interact with viewers or do a Facebook live if you'd like to continue the conversation
- Jump into the presentations of other speakers as you have time throughout the week to show your support
- Celebrate!