

## WORKING WITH TONI

We are so excited to be working with you on your upcoming event! Please review the following information regarding working with Toni.

**Contact Information:** Toni's cell is 970-371-6203. Doug's cell is 970-215-5335. Would you please send us your cell to include in Toni's travel itinerary?

**Speaking Schedule:** When you have an official speaking schedule please send it over. Also, please don't make changes to Toni's schedule without notifying us as this impacts flight tickets that may already be purchased.

**Meals:** We don't bill for meals, but if you are planning meals would you please include Toni? Thank you!

**Final Invoice:** 1-2 weeks before the event we will send you a final invoice for the second half of the program fee. Please have the final check ready to present to Toni at her program.

### Audio/Visual and Room Set-up:

- Toni uses PowerPoint for all of her programs and will need the projector/screen with vga/hdmi laptop cable, audio cord to house sound (standard 3.5mm 1/8" headphone jack). **ALL** of these items are necessary. If something here is impossible to provide, please let us know so that we can help you provide a necessary alternative.
- She prefers to operate her own laptop from the stage.
- If speaking to 30+ people or in a sound-challenged environment, Toni requires the use of a hand-held mic - this is very important.
- The room should be set in such a way that all attendees are able to comfortably face the stage, preferably classroom-style so that attendees will be able to take notes.

### Promotions:

[Here](#) is Toni's bio.

[Here](#) is Toni's promo photo.

If you need a custom session title graphic from us for your promotions please let us know. We have graphics built for many of Toni's topics and will be happy to build something specific to your theme/title/event.

### PowerPoint - Vendor Sponsors:

If you have vendor sponsors that have slides to be input into Toni's PowerPoint, they absolutely must get those slides to Toni in advance of the day of the program. Toni loves to present the sponsor information in her programs, and her professionalism insists on showing up at your event fully prepared in order to give YOU her best service. We will even take the initiative to work with your sponsors to get everything from them in advance, we just need you to supply us with their contact information: name, company, phone number, and email address. We look forward to working with them!

### PowerPoint - Your Template:

If you require Toni to use your PowerPoint Template, we will appreciate your courtesy to please get that template to Toni as soon as possible, preferably **30-60 days** before your scheduled event.

Thank you!