Live Workshop Day:

* 1. Workshop Items Needed:
		1. Attendee list exported from your mylocalevent.org account
		2. Folders with handouts (one folder per family)
		3. Pens
		4. Pen Cup Holder
		5. Post-It Notes
		6. College Books (if you are in the Fast Track Author Program)

If Not Provided at Venue

* + 1. Projector
		2. Laptop & charger
		3. Extension Cord
		4. Clicker
		5. Presentation on USB
	1. End of Workshop Tasks
		1. Collect Evaluation forms and post-it notes from attendees

Day after Live Workshop:

* 1. Send Emails to Prospects Based On Different Categories Below.
		1. Appt. Set (See 1st Appt. Email Template):
			+ Add all appointments to the calendar
		2. Appt. Req.:
			+ Check date and time prospect requested on their eval. and call
		3. No Appt. Req.:
			+ Call and email
		4. No Show:
			+ Send 3-part web series
			+ Weekly Webinar
		5. No Eval.:
			+ Call and email