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