



Kim Becking Speaking Checklist

As a speaker, Kim's goal is simple - to do whatever it takes to ensure that your event, program, meeting or conference is a resounding success. She wants to help you knock it out of the park and be the rock star. From the moment you book her, she is a part of your team – helping to create MOMENTUM before, during and after your event.

In order to make sure nothing falls through the cracks, we've developed this pre-program checklist to make things as easy as possible for you. Help us ensure your success! Please contact us if you have any questions.

Promotional Materials

Please send us your event promotional materials and a copy of the program that will be used.

Handouts

We will be providing you high quality four-color notecards for each member of the audience. **THESE ARE NOT SALES OR MARKETING PIECES.** This is valuable information they can use to take action and help create Momentum in their business and life. We request that you place on chairs or on the table and make available. I will reference these during my program.

Introduction

Please [email Kim](#) regarding your introduction to your event. Kim will create and personalize the introduction for your event, this can be used as a guide. If you have some personal comments you would like to add, just let us know.

Podium/Lectern

Kim does not speak from a lectern or podium. Her high energy style keeps her moving from one side of the stage to the other. And Kim LOVES audience engagement and may invite audience members on stage as part of her program. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during her presentation and ensure the stage is clear.

Platform

With groups of 200 or more, Kim is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her program.

Keynote Presentations: Lighting

Kim prefers **house lights up** to be able to see the audience while speaking if at all possible but will accommodate your needs for the event.

Head Table

If a head table is on the stage, please have it **set far enough back** so Kim can work in front of the table. Please reserve seats in the audience for the people at the head table so they can enjoy Kim's program as well.

Hotel and Travel Arrangements

Speaker's fees do not include travel expenses. These expenses will be paid by the client and include unrestricted round trip coach airfare* (non-stop when possible), ground transportation, and moderate meals.

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival and billed directly to your organization.

Kim will be responsible for travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip. *Kim flies out of one of three possible airports, depending on availability and pricing: Columbia, Kansas City or St. Louis, Missouri. Itinerary will be shared when arrangements are made.

Note: Kim will text you immediately upon arrival.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let us know who will be meeting Kim. Please notify us if you would prefer for Kim to arrange for her own ground transportation.

Payment of Fee

A 50% non-refundable deposit will be payable within 30 days of contract signing. The remaining 50% payment is due 30 days prior to the event. Travel expenses will be submitted after the event.

Cancellation Policy

If your event is cancelled for any reason more than 60 days prior to the agreed date, it's our policy to schedule (within 12 months) for the same fee. If rescheduling is not an option for the client, the deposit will be retained by Kim Becking and you are responsible for the full speaking fee.

Audio and Video Recording

Audio and Video Recording is not in the contract and is not permitted. If you want to discuss, please contact Kim's office.

Kim Becking AV Needs



Small table on stage to hold props



Microphone

Handheld (to use during audience interaction) AND cordless lavalier microphone is preferred.



Audio/Visual Aids

- LCD Projector and Screen (Note: If possible screens should be off to the sides rather than stage center.)
- Handheld remote
- Note: Kim will provide her presentation to you ahead of time and it can be tested on-site the day of the event, or Kim can bring her own laptop and you can just provide the projector and screen.

Sound Check

Kim likes to do a brief sound check prior to her program to verify sound quality and check AV.

Additional Perks Of Booking Kim

Event Prep Call

In order to provide you a tailored, customized program and approach, Kim likes to schedule a pre-program conference call with the meeting planner or committee to discuss the program and your specific needs and goals within 30 days of booking.

Media Interviews

Kim will make herself available for promotional appearances for internal and external media throughout the event and prior to the event as needed.

VIP Reception or Meeting:

Schedule permitting, Kim is willing to arrive in time to meet with the meeting planner, conference planning committee, or other special VIP guests prior to the event.

Book Signing

Kim will be available to the attendees during the event, as well as before and after her program for questions, book signing and photos if time allows.

Upon request, Kim will provide:

- Customized Promotional Video by Kim encouraging registration prior to the Event.
- Post-Event Video by Kim re-emphasizing a lesson from her program that can be shared through organization's communication mediums.
- A 300-word blog post or newsletter article re-emphasizing a lesson from Kim's program after the event.

Once you've taken care of each of these items, you can be assured that everything will run smoothly and you can relax and let Kim do the rest! Kim looks forward to making you look like a Rock Star and creating an awesome experience.

Questions? Please feel free to [Contact Us](#)