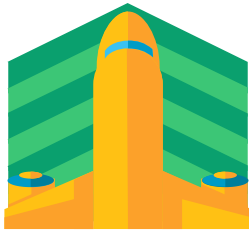


CareerCast annually evaluates 200 jobs on 11 stress factors, and has bestowed upon Event Coordinators the 'honor' of #5 most stressful jobs of 2018. And 2017, 2016, 2015, 2014....

**Your main job is to diffuse their Top 3 major stress triggers before they go off:**

1. Being ill-prepared, disengaged and otherwise disinterested in their event
2. Being late
3. Worrying about money



### TRAVEL

- Map out a flight and a back-up to get you to there with time to spare
- Book travel approximately 2-4 weeks in advance of every event
- Send us the itinerary at that time
- Air and ALL ground is the responsibility of the speaker



### CONFERENCE CALL

- Approximately one month prior to the event, Meta will set up a conference call with the client. This will give everyone an opportunity to learn more about the audience to which you will be presenting and will help us to wrap up any last-minute details.
- You will have a dedicated conference call line that we will use for all your calls. Save it in your phone for multiple use and easy access.
- Take the time. Ask good questions. Provide testimonials. Do some research. Take notes and make sure you send them to us since there is important event information on those notes.

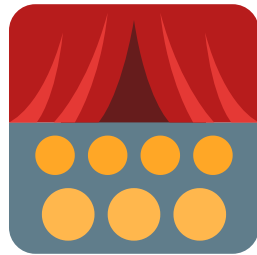
### ARRIVAL



- Always shoot up a flare to your onsite contact when you arrive in town for their event. Text or email when you land, when you arrive at the hotel, when you're on your way down for the AV check. The contact from you will calm their nerves.
- Text/email but don't call... they have their hands full and a quick text or email will be a sweet mercy.
- The onsite contact's mobile number and email address for each event is in your Final Event Details that come to you shortly before you hit the road.

### ONSITE & ONSTAGE

- Shoot for a standing ovation every time if possible!
- Make the client, bureau and attendees fall in love with you (but never in THAT way. EVER.)



### AFTER THE EVENT

- Thank the bureau and client for the booking
- Work for the testimonial
- Get the footage from the event
- Add the client to your master client list
- Add the testimonial to your website