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Sign Host Agreement, and Work Through Your Seminar Preferences Worksheet

Our host agreement simply outlines what you can expect from us and what we expect from our hosts.

The Seminar Preferences Worksheet is like your event order form. We start working right away off of this submission, so please make sure the information is accurate and you are ready to move forward.

Please ensure (if applicable) your compliance department has reviewed any necessary materials before you submit an event order.

within
48 hours

2

You Will Be Given a Dedicated Venue Coordinator

You will have a dedicated venue coordinator who will handle all of the leg work. It's important to note that our venue coordinator email addresses do not end in "@whiteglove.com," but "@567workshops.com." Please make sure you are communicating your needs and approvals with your venue coordinator in a timely manner. We want to get you into a good location, and any delays in response can jeopardize the timeline or location of your event.

should
start ASAP

3

Prepare For Your Seminar

Obtain your presentation materials. You have the option of submitting your own content for review or selecting a third party content provider and purchasing the pre-approved content directly from their site.

Training With Frank Maselli

We know seminars are a significant investment in yourself and your practice. Fine-tuning your presentation is the best way to ensure success. Once you have read Frank's *Seminars: the Emotional Dynamic* book and watched his [videos](#), we strongly suggest recording your presentation and scheduling a time with Frank for a deeper dive. Please make sure you have read the materials and you record your presentation before booking a [one-on-one with Frank](#).

4 weeks
before your
event

4

Upcoming Event Approval Email

You will receive a final review of all your event details, including the marketing page we created for you.

You must respond to this review agreeing to the terms before we are able to deploy marketing. Please keep in mind any delays in response may jeopardize your event.

2-3 weeks
before your
event

5

Prep Call

This vital step will be a chance for us to touch base before your event. We'll make sure you are fully prepared and that the event is ready to go!

1-2 weeks
before your
event

6

Check-in-Easy Training

We will set up a brief training to go over our check-in procedures to be used during the event. Please have the person who will be responsible for checking in attendees be available to go over the app and sign-in sheet procedure.

7

Rock It! Your event is here and it is time to educate!

right after
your event

8

Send In Your Sign-In Sheets

Your sign-in sheets will be due immediately following your event.

Once we receive these documents, we will verify accuracy and you'll receive the bill the day after your seminar.

day after
your event

9

Receive Your Lead Contact Info

As soon as billing has been successfully processed by your payment method on file, we will send over the contact information for everyone who registered.

This includes all the no-show contact information for FREE!

Time to book your next seminar with White Glove!

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