

Quick Booking Procedure Checklist

In an ideal world:

(Have no fear, we know the real world is far from ideal. We'll help you out with these steps no matter when you book!)

24-6 months prior

- Verify available dates with Jennifer Kwok. (j.kwok@wuwei-inst.org +852 3678 6797)
- Complete pre-call/meeting survey.
- Discuss general needs and objectives with Jennifer Kwok to make sure Marko will be a good fit for you.

If you feel Marko is a good fit for your event:

- Discuss specific needs and objectives with Marko.
- Review and amend Marko's speaking contract.

2-3 months prior

- Inform employees and/or event registrants about polls and/or surveys that might be conducted by Marko and his team.
- Proofread and approve Marko's customized keynote/workshop proposal.
- Return signed contract and pay 50% deposit to secure booking on calendar.
- Confirm receipt of Marko's bio, photos and intro script.
- Book and confirm all travel: air, ground, hotel.

1 month prior

- Reconfirm booking and pay remaining 50% of speaking fee.
- Email room dimensions, room set up, expected audience numbers etc.
- Reconfirm or amend event needs and objectives.

10-14 days prior

- Reconfirm and email details of all travel arrangements.

Day of the event

- Onsite room walk-through, tech/slide check and sound check.