

# Everything Event Planners Need to Know About Working with Jill Johnson



Jill and her team will work with you to ensure your event is a success. To make sure everything goes as smoothly as possible, here is a summary of some of the major questions Jill is often asked about her preferences. Please contact us if you have any questions or if there are any items that we will need to adjust to ensure your success. Jill looks forward to working with you to achieve your event goals!

**Jill's Photos** – Jill will provide you with photos for your use in your event marketing materials and print program.

## **Bio & Introduction Script:**

Jill will prepare a customized written bio for your advance promotional materials using your desired length. She will also provide you with an introduction script for you to use at your event.

## **A/V Needs:**

- Jill prefers to use a lavalier microphone, LCD projector and screen.
- Jill typically brings her PowerPoint presentation with her on a USB drive. If you need the presentation slides in advance, let her know your deadline date.
- Jill prefers to use a wireless remote to advance her slides. Please have one available for her. She will bring her own if you cannot provide one.
- Jill will use a handheld microphone if she will be engaging in audience interaction.
- Jill will not require an internet connection.
- Jill will work with you to determine when she can test the on-site A/V to make sure there are no issues.



## **Dress:**

- Jill will dress in business attire when she speaks.
- If you prefer her to dress otherwise, please advise her well in advance of your event.
- Let us know what color your stage background will be so that Jill can wear a contrasting color.

## **Stage Set-Up Preferences:**

- Jill prefers to speak on a large, elevated stage that is free from podium, chairs, stands, etc.
- Jill does not speak from a lectern or podium. If it is necessary for a lectern to be on the stage for other parts of the event, please have it set to the side of the stage during her presentation and ensure the stage is clear.

- The laptop or monitor for the PowerPoint should be set on a table in the middle of the stage (or room) and positioned so she can see her PowerPoint slides on the monitor without having to turn around to look at them on a screen.
- If there is going to be a head table is on the stage, please have it set far enough back so Jill can speak in front of the table. Please reserve seats in the audience for anyone who is seated at the head table so they can enjoy Jill's program.
- Please have a bottle of water per hour of presentation time available for her.

**Arrival:** Jill will arrive at your meeting venue a minimum of 45-60 minutes prior to her presentation start time.

**Photos & Audio/Video Recording:** Approval for photographs, audio recording and/or videotaping must be given by Jill Johnson prior to the session. If approved, Jill must be provided with copies of all recording and images.

**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.

- **Travel:** Jill will be responsible for making her own travel arrangements. Jill flies out of the Minneapolis / St. Paul International Airport. If air travel is required, the airline tickets purchased will be non-refundable, (non-stop, when possible) coach fare, round-trip. Her itinerary will be shared when arrangements are made. If she is driving to your event, you will be billed for mileage at the current standard mileage rates for use of a car as designated by the IRS.
- **Ground Transportation:** If you will be coordinating ground transportation (to and from the airport) and let us know who will be meeting Jill. Please notify us if you would prefer for Jill to arrange for her own ground transportation.
- **Hotel:** Hotel room reservations (non-smoking) are to be secured by you, the client, guaranteed for late arrival and billed directly to your organization. It is strongly preferred that Jill stay at the same hotel where the meeting is to be held. She also prefers to come in at least the day before she is scheduled to speak to minimize travel challenges.
- **Arrival Notice:** Jill will text or call you immediately upon arrival.

**Payment of Fee:** A minimum of a 50% non-refundable deposit for her Speaking Fees is required to officially secure Jill for the date. The remaining 50% payment for the speaking fee is due prior to the event. Travel expenses will be submitted separately after the event.

**Cancellation Policy:** If your event is cancelled for any reason more than 30 days prior to the agreed upon date, it's our policy to reschedule (within 12 months) for the same fee. If rescheduling is not an option for you, the deposit will be retained by Jill Johnson and you are responsible for the full speaking fee.