

Checklist for Bringing in Author & Speaker Doug Pollock

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- Call Doug at **513-368-1875** to discuss dates for bringing him in

 - Send your booking fee <http://godsgps.com/workshop-details/> **ASAP** to have your date put on Doug's calendar

 - Immerse yourself in <http://godsgps.com/> to prepare for Doug's visit. Everything you'll need for his visit can be found on this site.

 - 3 months out:** Order & begin to sell God Space books from Doug at \$10. To encourage this send out an E-mail blast with the following link inviting your people to read the first 2 chapters of God Space for free at: http://godsgps.com/wp-content/uploads/2016/02/God_Space_Ch1-2.pdf. Early readers provide the best PR for Doug's visit.

 - 2 months out:** Cast vision and promote buy-in for Doug's visit with all your leaders. Deploy your prayer warriors! The journey outward begins upward!

 - 1 month out:** Share a God Space quote each week to create interest. <http://godsgps.com/wp-content/uploads/2016/04/God-Space-PR-Quotes.pdf>

 - 3 weeks out:** Choose one of the PR videos to show each week leading up to the workshop: <http://godsgps.com/workshop-details/>. Send an e-mail blast with this link inviting your people to read a short story to cast vision for Doug's visit: <http://godsgps.com/wp-content/uploads/2016/02/WonderArticle.pdf>

 - 1 week out:** Have your tech person call Doug at 513-368-1875 to discuss tech needs / e-mail addresses of hotel, church, and send any other pertinent info Doug will need on his visit.

 - Day of:** Doug will arrive 1 hour early to insure all the details are taken care of before he's scheduled to speak. He will need a stool, a small table just big enough for his laptop, a table for book sales, round tables for the audience if possible, a tech person, someone to sell books, an MC to introduce Doug (Download Intro at <http://godsgps.com/workshop-details/>), and someone to take a head count if Doug is doing a workshop.

 - Immediately Afterwards:** Doug will need a book count and a head count for accounting purposes. He will present an expense sheet for his visit.

 - Within a week:** Please send Doug your payment for these expenses
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