

Event Checklist

WAYNE LEE

EMPOWERED FOR LIFE

Pre-Event

Engagement Agreement Package

Includes:

Engagement Agreement

Sign and fax to 780-989-7001 or scan and email to melissa@waynelee.com

Invoices – Deposit & Balance

Deposit - 50% deposit due within 14 days of receiving the Agreement
We accept - Visa/MasterCard, email money transfer, cheque & direct deposit.

Technical Requirements/AV Info

Review and provide this information to your production specialist. If there are any additional questions please contact Melissa Gould via email melissa@waynelee.com or phone 780-989-7000. Wayne Lee's A/V requests and requirements are also available on his website: [HTTP://waynelee.com/mediaresources.com](http://waynelee.com/mediaresources.com)

Promotional Materials

All Wayne Lee Promotional materials are available for download at: [HTTP://waynelee.com/mediaresources.com](http://waynelee.com/mediaresources.com) (Includes: High resolution photos, presentation descriptions, presentation handouts, introduction, Wayne's biography, etc). Please contact the office if there is something you need and is not posted.

Educational Materials

Invest in Wayne Lee's educational products for your attendees and participants. Volume discounts will be provided for your special event. Contact Melissa Gould at melissa@waynelee.com or 780-989-7000 for further information and arrangements.

Wayne's Hotel

Please provide Wayne's hotel confirmation number to Melissa Gould at Melissa@waynelee.com or 780-989-7000 two weeks prior to the event date.

At-Event

Sound Check

Wayne requires 60 to 90 minutes prior to guests arriving to setup and complete a sound check.

Dinner/Lunch Presentations

When applicable Wayne will join your group for the meal prior to the presentation. At this time Wayne will meet and greet your group as well as perform walk around magic.

Speaker Fees

As per your engagement agreement, please have your check on hand to present to Wayne Lee after the event.

Post-Event

Ongoing Training

To create lasting change for your participants and attendees please ask about Wayne's Peak Performance training resources.

Expenses

Additional expenses, if applicable, will be billed following the engagement date, and are required to be received within 14 days from the invoice date.

Testimonial

Wayne would really appreciate a testimonial regarding his performance. What did you think of his performance and what was the biggest benefit to you and your group by having Wayne?

