



Aric Bostick Success Training Event Checklist

Checklist for Your Event:

- _____ Fax signed contract and invoice to – 1-888-629-0179.
- _____ Send invoice and any other necessary paperwork to your Accounts Payable department to ensure check is available on day of event.
- _____ Email completed Event Questionnaire (EQ) to admin@aricbostick.com **within 30 days** of event.

Directions: open up EQ in Microsoft Word, save to your hard drive in an easily remembered location, complete form by typing in necessary data, save again, close document, and then attach to an email to send.
- _____ One hand-held cordless microphone and if possible, a 2nd microphone of any kind to be placed next to Aric's music system.
- _____ Six or eight foot table placed on the stage.
- _____ One extension cord to plug into Aric's music system.
- _____ Two bottles of water for Aric on day of event.
- _____ If doing a teacher training or a workshop lasting over 2 hours, Aric will need a projector and screen for his PowerPoint presentation, as well as a DVD player.
- _____ Call within a week of event to confirm details and any last minute instructions – 1-888-629-0179.
- _____ Have Aric's payment available to be given to him on day of event.
- _____ HAVE A GREAT EVENT!!