



Melissa Galt, Inc.
www.melissagalt.com
melissa@melissagalt.com

404-812-4613 office
404-788-6528 cell
404-812-4614 fax

Dear Meeting Planner Professional:

I know you have a big job coordinating all meeting elements and as your speaker I am committed to making your event an outstanding success. **My guarantee is as follows:**

I guarantee to present a customized innovative, energizing presentation that educates and entertains your unique audience and leaves them inspired and empowered to transform their lives and careers in a meaningful and positive manner.

To Prepare, I guarantee to:

- Learn the theme of your meeting and relate my presentation to that.
- Be knowledgeable about your company or association.
- Customize my presentation to meet your goals.
- Interview select audience members to ensure I present timely information of value and impact.
- Coordinate with other speakers if needed or desired.
- Provide my itinerary and written introduction in advance.

On Site, I guarantee to:

- Notify you of my arrival, and in the event of delays keep you apprized.
- Be accessible from the time of my arrival until departure.
- Be reasonable and considerate in the use of my room charges and incidentals.
- Request a sound and projector (if needed) check well in advance of my presentation.
- Get to know your audience so that I may better connect and impact.
- Be dressed professionally and appropriately at all times.
- Provide a second copy of my introduction and coach the introducer if desired.

During My Presentation, I guarantee to:

- Honor the time frame requested and adjust if needed.
- Present with enthusiasm, high energy, and authenticity.
- Use stories to illustrate my points and create memories.
- Use PowerPoint only as an illustrative aid, minimal text.
- Invite audience questions and participation.
- Only offer books and recordings if approved or requested in advance.

At the Conclusion of My Presentation, I guarantee to:

- Be available to audience members to answer questions and discuss topic.
- Check out and depart quietly and with no interruption to your continued events.
- Itemize my expenses and bill you promptly.
- Provide receipts as required.
- Promptly fill any orders for my products.
- Sign up audience members if requested for my email newsletter, opt-in only.
- Welcome personal phone calls or emails from audience members or executives to follow up on material presented.

It is my privilege and honor to be of service to you, your association or company, and your audience. I am delighted to have this opportunity.

Best regards,

Melissa Galt

Melissa Galt
Speaker, Author, Audience Catalyst