

SPEAKER CHECKLIST

There's a lot to do by the time 24 February 2026 hits, but we've got it under control! Here you'll find a list of important due dates to add to your calendar as well as a checklist to help you track what you've taken care of and what's still left to do.

IMPORTANT DATES

Add the following dates to your calendar and keep them in mind as the summit approaches. And hey, if you want to send things over a little early you won't hear me complaining! ;)

- ☐ **BASIC INFORMATION**
As soon as possible (Latest 22 December 2025)
- ☐ **PRESENTATION, WORKSHEET, AND SLIDES**
28 January 2026**
- ☐ **SURGE PREMIUM PACK CONTRIBUTION**
As soon as possible (Latest 28 January 2026)
- ☐ **PROMOTION PERIOD**
09 February 2026
- ☐ **SUMMIT DATES**
24-26 February 2026
- ☐ **SURGE PREMIUM PACK CART CLOSES**
04 March 2026
- ☐ **AFFILIATE PAYOUTS:**
13 March 2026

*** Slides only required if you used slides in your presentation and want to share*

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TASK LIST: Below you'll find a list of the tasks you'll complete as the summit approaches. Some are bigger, more important tasks and some are smaller suggestions that you may find helpful. Refer to the Speaker Information page for details.

IMPORTANT DATES

Add the following dates to your calendar and keep them in mind as the summit approaches. And hey, if you want to send things over a little early you won't hear me complaining! ;)

- ☐ Add the above dates to your calendar
- ☐ Send your basic information over using the link emailed to you
- ☐ Join the attendee Circle group
- ☐ Create your affiliate account
- ☐ Outline your presentation (check out the Speaker Information page for some guidelines)
- ☐ Record and edit your presentation
- ☐ Upload your contribution to the Surge PremiumPack
- ☐ Decide on your promotion strategy, using the swipe copy and templates provided (or feel free to get creative!)
- ☐ Schedule emails (remember to use your affiliate link)
- ☐ Schedule social media posts (remember to use your affiliate link)
- ☐ Attend your presentation time and interact with viewers in the chat
- ☐ Hop into the Circle group and continue the conversation
- ☐ Jump into the presentations of other speaker's as you have time throughout the week to show your support!

CELEBRATE!!!