

# SCOTT DUTTON★

## PROCESS

OK. Let's get sorted! Here's the process you can expect from Scott's end:

- Initial consultation call and/ or email.
- Sign contract.
- Send promotional resources for event advertising and/ or PR.
- Email event questionnaire to conference organiser.
- Schedule briefing: Scott knows how important it is to tailor his presentation to your specific group needs. This is why we schedule a briefing call in advance to discuss topic, theme, agenda/ timetable, audience and organisational needs. Speak to the tech crew if virtual / hybrid.
- Book flights if F2F
- Take part in your fantastic event!

ANY OTHER QUESTIONS?

We'd love to hear from you at [scott@scottdutton.com.au](mailto:scott@scottdutton.com.au)