

21 Steps CheckList for creating LUCRATIVE, LIFE-CHANGING WORKSHOPS!

TOPIC _____

Done	Task	Notes
	Choose your date and calendar it	
	Book your room	
	Choose your topic	
	Create your core message	
	List your win/win intention	
	Create your red hot title	
	Write your marketing material	
	Get feedback about your ad copy	
	Hire a graphic designer	
	Create registration forms for your 2 hour wrkshp.	
	Get butts in seats	
	Gather assistance. Ask them to help fill wrkshp.	
	Write your workshop: The offer	
	The 3 content pieces	
	The Introduction	
	Create worksheets/ handouts for data	
	Create order forms for programs being sold/ NCR	
	Create a timeline for assistants (when to hand out worksheets)	
	Choose and burn music	
	Practice your script	
	Practice your offer a lot (10 times)	
	Show up early and change some lives	
	Complete Trainer Completion Form and File for BYE	