



Event Planning Recommendations

How exciting that your organization is bringing Trix Bruce in for a fun presentation! It is recommended that we cover this.

Communication:

Trix requires that all communication be with ONE host or representative for the event. There will be no additional communication with other organizational representatives, or with other organizations working together with the main host.

Lodging, meals and schedules:

Respect Trix's requirements and preferences for specific hotels, meals, and schedules.

Transportation:

Your organization is responsible to arrange for car service to and from the hotel/airport to venues. Trix's safety is paramount.

Booth:

Provide a table for DVD sales. This is a necessary part of the cost structure for an event.

Informal Communication with the Presenter:

Monitor participants and fans so that there is a turn-taking method of informal communication before and after the event. Monitor each contact or conversation such that turn-taking is brief. If there are individuals who prefer longer conversations, online appointments for a mentoring or consultant session may be made. Providing mentoring and consultation information in the event flyer and/or program is beneficial.

Unregistered or intrusive persons:

Stalkers are a concern. Safety first! Prepare ahead of time for security to immediately remove stalkers, unregistered persons, and anyone who is disruptive. It is the event hosts' responsibility to ensure that no unregistered persons enter the rooms where Trix is preparing, presenting, or following up. Your organization is responsible to remove persons who are disrupting workshops and presentations.

Respect schedules, rates and plans:

Respect the presenter's schedule, rates, and plans. Request a booking and then wait for confirmation. Unless your booking is confirmed, your event will not be on the presenter's schedule. Respect fee structures. Last minute changes to event plans are not accepted.

Unexpected expenses:

Your organization is responsible for all fees and costs. The presenter has no obligation to accept requests for out-of-pocket expenses due to unexpected circumstances.