

Partner check-in meeting 9/20

Guests, invitations, and registration deadlines

- 183 registrations as of today – typically see 100-125 additional during this last week
- CTLF is currently about 25% ahead on registrations compared to this time last year, but partner guest registrations are about 50% behind – need your help to get your guests in as soon as possible and close the gap
- New invitation message and registration update on Thursday, 9/21
 - Registration closing 9/26
 - Don't miss the Denver CEO event of the year and your opportunity to hear from Jamie Kern Lima
- We will continue to accept registrations through 9/29; after that, new registrations processed as walk-ins and seating on as available basis
 - We will send you an updated registration list on 9/27
 - Your team members can continue to reach out personally to prospective guests who haven't registered
- We will send a one-week reminder on 9/26 to all registered guests
 - Included in that will be a request if their plans have changed to send us their regrets so we can offer the spot to someone from the wait list
 - CTLF will let you know if any of your guests cancel before 9/29 and we ask if they contact you directly to please let us know
- We will send you a final registered attendee list on Monday, 10/2

Table curation

- Let me know by Friday, 9/22 if you want all your guests and team members seated at hosted tables or if you prefer to have everyone spread out across the event
- Register your team members using the same link – all team members attending need to be registered

Contact card

- Verbiage due by end of day Friday, 9/22
- Please send me a contact call to action for your company of **25 words or less** that we can include on the contact card we will ask each attendee to fill out and trade for a parking voucher as they depart
- Some examples:
 - "I am interested in learning how Company Name's high-performance HR and business solutions could help my business run better and grow faster.
 - "Please call me for a complimentary consultation with Company Name to discuss my accounting, audit, tax planning, outsourcing, or business advisory needs."

Video Update

- Compilation videos are in production
- We will do final edits on your individual videos and share with you as soon as we can after we finish work on the compilation videos

Monday 10/2

- Event set-up at Seawall Ballroom 1-5pm
 - Partners set up their info tables
- CTLF sends partners final registration list

Event Day – Tuesday 10/3

- Partners arrive by 7:30am to welcome guests
- Doors open 7:45am
- Program begins 8:15am
- Program ends 11:00am
- Networking ends 11:30am

Post-event

- CTLF will send partners final attendee list and any requests for contact Friday 10/6
- CTLF will contact Presenting, Platinum, and Gold partners between 10/9 - 10/18 to schedule calls to discuss engagement opportunity