

# **Creative Wealth Intl., LLC**

## **Promoter Roles and Responsibilities**

### **Promoter's Roles / Responsibilities:**

1. Secure appropriate facility. This is what we've found works.
  - a. 1500 sq. ft. 20-40
  - b. 2000 sq. ft . 40-60
  - c. 3000 sq. ft. 60-80
2. Put all desired marketing into place.
3. Distribute flyers
4. Handle room set up, local supplies, contracts with hotel
5. Arrange for sound system
6. Arrange for volunteers to help with event
7. Arrange for volunteers to run music/sound (adult programs only)
8. Secure sponsorship dollars to be used to offset financial scholarships to attendees
9. Contact all local media: send out press releases, etc.
10. Handle all registrations
11. Set up day of event
- 12.

### **CWI/Presenter's Roles / Responsibilities:**

1. Provide guidance to Promoter from start to finish
2. Write up contracts between Presenter and Promoter
3. Provide location specifications, needs, etc.
4. Provide marketing materials, press releases, etc.
5. Available to do radio interviews, newspaper interviews
6. Provide all program materials, playbooks, teaching materials
7. Provide music for program
8. Provide wireless microphones to be used with hotel / facility's stereo system
9. Teach entire event from start to finish