

What is it like to work with Tony Chatman?

Pre-speech, I will:

- Learn as much about your organization as I can, including your mission, your values and your objectives.
- Make myself accessible in order to plan a presentation that addresses the needs of your audience participants.
- Understand the needs of your participants before I arrive. I will also attempt, however to arrive early enough to understand firsthand the needs and wants of audience members.
- Integrate my presentation into the overall theme of your meeting so that the union is seamless to your audience members.
- Send my travel itinerary to you as soon as it is established.

On-site, I will:

- Notify you the moment I arrive.
- Be open and accessible to you during my entire time on site.
- Get sufficient sleep so that I am alert, energetic, and tactful during my presentation.
- Visit the meeting room at least 30 minutes before my presentation to do a complete walk-through.
- As time allows, sit in on other presentations and incorporate relevant points into my presentation.
- Meet with AV and set-up staff (if necessary) and other presenters to ensure we're coordinated.
- Offer a sufficient, easy to read introduction and if necessary, spend time with my introducer so that he or she is comfortable delivering my introduction.
- Come dressed appropriately for the occasion based on your specifications.
- Be ready to make my presentation whether called on time, late or even early.

During my presentation, I will:

- Start with high energy and engage the audience.
- Encourage audience involvement throughout the presentation.
- Deliver high-content, on-target information that participants want and need to hear.
- Employ personal anecdotes, case studies and lots of humor to reinforce important points.
- Avoid questionable language at all times.
- Let all audience members know that I am there for them, they are not there for me.
- As much as possible, use your participants terminology and buzzwords.
- Not use the platform for sales or politics.
- Remain within my allotted time frame, adjust on the fly if necessary and stop as agreed to keep your meeting on schedule.
- Handle as a speaking professional problems that arise, be they related to audiovisuals, outside noise, temperature, air circulation, lighting or medical emergencies.

Post-speech, I will:

- Be accessible to participants following my presentation.
- Answer questions individually, striving to make each audience member feel as if his or her needs are served.

- Quickly and accurately fulfill any information requests, orders for my products or any other requests.
- Never share your organizations proprietary information.
- Be available for correspondence (via phone or email).
- Support you in reinforcing your themes and messages of my presentation among your participants, if you desire.