

Host Section					Office Section		
Your Name (Host)	Cell Phone Number & Email	Zoom Link & Password/Physical Address	Day, Date & Time of Webinar or Event (& time zone)	When & Who does “Get the Yes List” call?	Presenter's Name	Who Will Do Reminder Call & Texts?	Who Will Do Follow Up (w/ Host)

GUESTS LIST (The final list needs to be sent before 5pm the day before!)

Guest's Name (Add Pronunciation For Unique Names)	Phone Number	Occupation	Relation To You	Time Zone	First Invite ✓	Informed Guest of Reminder Call?	Reminder Call Result	Who Attended the Zoom	Follow Up Results Yes/No/ Questions
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