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	Relation To You	City & State	Time Zone	First Invite ✔	Informed Guest of Reminder Call?	Reminder Call Result	Who Attended the Zoom	Follow Up Results Yes/No/ Questions