



There's a lot of design work to do for a summit and if you're outsourcing to an assistant or designer, we want to make that hand-off a little easier on you.

Here's a list of all the design-related work we recommend completing for your summit with direct links to the associated templates. All your designer or VA should need to use these is speaker headshots and information about your summit such as the name, dates, and schedule. Enjoy!

**TEMPLATES FOR SPEAKERS:** These templates will be used to help your speakers stay on track and make it easier to create what they need to for your summit.

- [To-Do List](#)
- [Presentation Guidelines](#)
- [Worksheet template](#)
- [Slides template](#)

**GRAPHICS FOR PROMOTION:** Promoting your summit in a variety of places, and giving your speakers the resources to do so as well, is key to the success of your event. These templates are for a variety of platforms and types of graphics that will get your audience excited and wanting to sign up for your summit.

- [Facebook ads](#)
  - Promoting Registration
  - All-Access Pass Retargeting
- [Instagram Stories](#)
  - *Instagram Story Promo:* Promotion from you and your speakers including general announcements, speaker features, etc.
  - *Instagram Story Shareable:* Fun templates that you can use to get your audience engaged. Use them and fill-in-the blanks yourself, encourage your speakers to use them and share blank versions, and include them in your registration email sequence to help spread the word about your summit in a fun way!

- *Instagram Story Series*: A set of graphics that build on each other for a longer Instagram Story series.
- *Daily Lineup*: A graphic to share during the live event with what is happening each day.
- Instagram Feed / Facebook
- Pinterest
- Twitter

**GRAPHICS FOR FACEBOOK GROUPS:** Facebook groups are a great place to communicate both with your speakers + your attendees. These templates will help brand your groups and generate engagement for your event.

- Speaker Group Banner
- Attendee Group Banner
- Daily Discussion Prompts
- Community Wrap-Up Posts

**OTHER:** These templates are not required but nice to have to increase your All-Access Pass sales and generate more engagement during your summit.

- All-Access Pass Mockup
- Kajabi Lesson Graphics
- Bingo Card