1. Speaker hunt
   1. Select Domain for the month - Team Decision
   2. Gather list of speakers - Team Discussion
      1. Typically limits to 4 individuals per month but recommended to go with at least 10 people or more.
      2. Doesn’t have to be extremely accomplished.
      3. International speakers are recommended.
      4. Ensure that these people are practical to reach out to and is available on social media.
   3. Reach out to the speaker one by one via Social Media (Preferred : Facebook, LinkedIn and Instagram)
      1. Use [this](https://docs.google.com/spreadsheets/d/1BMnWFklj1gcaHLMDqaMdDtqZyWiN8QfBbZg1dGy5b1Q/edit?ts=5988524b#gid=0) excel sheet to keep track of speaker and update it’s status.
      2. Do not send request if you do not have any mutual contacts.
      3. Refrain utilizing the data collected as part of research on the speaker during the conversation.
   4. Follow the [Script](https://docs.google.com/document/d/1KzOnm_kepMdZJ3eKJbuxrFpW1b6QgV2FBGozLnuV_Yc/edit?usp=sharing) and descriptions providing details about the brand.
      1. In the turn of events that speaker rejects a particular date be patient and offer multiple dates. (Remove the element of excuse)
      2. If the speaker is not very responsive remind them once a day.
      3. Do not engage in the conversion if it utilizes an abusive approach.
      4. Do not abuse authority, brand value or language for in conversations between the speaker and yourself.

**Note : (IV) If clause is violated will result in immediate termination of individual from the organization without any acknowledgement.**

1. Event management
   1. Once the date and time of the event is finalized by the OneLive team the design team should make the flyers for the event.
      1. Provide Image, Profile URL and Topic.
      2. Color scheme should be described if speaker has a particular brand.
   2. Marketing Executive who is assigned for the event should create the event on FB. This includes creating a description with speaker's biography and details of the event.
   3. Once the event is published on Facebook,other platform managers should publish the event accordingly on their platforms.
   4. Marketing Executives should start to handle the marketing campaign for the event once the event gets published on Facebook.This includes sharing promotional materials like videos and posts.
2. Sponsorship hunt - TBA