

# Post-presentation Checklist

## Within 24 hours



Send a message thanking the client for their support and send a digital copy of the report.



Leave the client with a contact person(s) in case of follow-up questions.

## Within 2 weeks



Send a thank you card via mail to the client. Pictures and/or custom cards may be available through the EL Coordinator.

## Within 6 months



Not mandatory, but a short message to see how the client is doing is a nice touch.