Speaker follow-up *schedule*

An invite, then up to three follow-ups if there's no reply, one about every 48 hours after the email before it.

The *schedule*

Day 0
Invite
Your invite goes out.

Day 2
Follow-up 1
No reply yet? Send the first follow-up.

Day 4
Follow-up 2
Still no reply? Send the second.

Day 6
Follow-up 3
The last one. No reply after this, stop.

Invite on Monday, and the follow-ups land Wednesday, Friday and Sunday.

When they *answer*

They say yes
Move them to your confirmed sequence: the emails that explain the summit, how their part works, and the forms and details you need from them. No more follow-ups.

They say no
Send one email only, a short thank-you. Then they're done.

They reply but haven't decided
Follow-ups stop. Answer them yourself, then mark them yes or no.

No reply after follow-up 3
Stop there. Three follow-ups is the limit.

Every *day*

Check who's due today, send those, and you're done. The sheet on page 2 does the date math: write the day each invite went out, and the follow-ups fall 2, 4 and 6 days later.

Your *tracker*

Summit
Demo Summit

Write the day the invite went out. Follow-ups are due 2, 4 and 6 days later, if there's still no reply. Tick each one when it's sent, and circle the reply when it comes.

Speaker	Invite	Follow-up 1	Follow-up 2	Follow-up 3	Reply	Stage
Avery Lindqvist	■ Thu 11/5	☐ Sat 11/7	☐ Mon 11/9	☐ Wed 11/11	Yes · No · Replied	Follow-up 1 due today
Marisol Okafor	■ Tue 11/3	■ Thu 11/5	☐ Sat 11/7	☐ Mon 11/9	Yes · No · Replied	Follow-up 2 due today
Theo Brannigan	■ Sun 11/1	■ Tue 11/3	■ Thu 11/5	☐ Sat 11/7	Yes · No · Replied	Follow-up 3 due today
Jonah Whitlow	☐ Sat 11/7	☐ Mon 11/9	☐ Wed 11/11	☐ Fri 11/13	Yes · No · Replied	Invite due today
Priya Castellane	■ Fri 11/6	☐ Sun 11/8	☐ Tue 11/10	☐ Thu 11/12	Yes · No · Replied	Next: follow-up 1, Sun 11/8
Lena Moravec	■ Mon 11/2	■ Wed 11/4	■ Fri 11/6	☐ ~~Sun 11/8~~	**Yes**	Yes: confirmed sequence
Rafael Quint	■ Wed 11/4	■ Fri 11/6	☐ ~~Sun 11/8~~	☐ ~~Tue 11/10~~	**Replied**	Replied: answer them
Imogen Sato	■ Sat 10/31	■ Mon 11/2	■ Wed 11/4	☐ ~~Fri 11/6~~	**No**	No: one thank-you, then stop
Dana Ferreira	■ Wed 10/28	■ Fri 10/30	■ Sun 11/1	■ Tue 11/3	Yes · No · Replied	No reply: stop here
	☐	☐	☐	☐	Yes · No · Replied	
	☐	☐	☐	☐	Yes · No · Replied	
	☐	☐	☐	☐	Yes · No · Replied	
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