

Guest Speaker Tracking Worksheet

Use this worksheet to track potential guest speakers, store their info, and keep outreach organized.

Guest Speaker Finder Prompt

Use this prompt inside ChatGPT to help you brainstorm ideal guest speakers:

“I’m looking for guest speakers who can help train inside my Black Friday offer.

Please ask me 5 questions to understand:

- who my audience is
- the transformation my Black Friday offer delivers
- what skills or expertise would complement my offer
- whether I want mindset, strategy, technical, or inspirational support
- what gaps I want a guest expert to fill

After I answer those questions, please:

1. Suggest 5–10 guest speaker types.
2. Provide a table for each speaker type with space for:
 - Name
 - Instagram
 - Expertise
 - Affiliate offer (yes/no)
3. Recommend topics they could teach.
4. Give speaker persona examples.
5. Provide 5 outreach message templates.
6. Suggest where to find them.”

Speaker Tracking Table

Name	Instagram Handle	Expertise / Area	Affiliate Offer (Yes/No)

DM Invitation Script to Send to Potential Guest Speakers

Hi {Name}! I've been following your work and LOVE the transformation you help people create.

I'm hosting a special Black Friday offer where I'm bringing in a few powerful guest trainers, and I immediately thought of you.

I would love to feature you as a guest expert.

Here's what that would include:

- Your product/coaching/training will be included inside my community as a recommended resource.
- I'll be promoting your work not only for Black Friday — but throughout all of 2026 as part of my community resource library.
- You'll be highlighted as a featured partner and introduced to my members.

If you offer an affiliate program, I would love to include that as well so we can create a win-win collaboration.

Would you be open to chatting about being part of this?

I truly feel our audiences align beautifully and this could be an amazing partnership!

Notes & Follow-Ups
