



SPEAKER'S CONTACTS:

1. Speaker's contact prior to meeting:
Name:
Title:
Phone:
E-mail:

2. Speaker's contact at meeting:
Name:
Title:
Phone:
E-mail:
What time/date will contact arrive on site?
What hotel will contact stay at for this event?
Room number/on-site office:

THE EVENT:

3. What is your event/program **theme**?
What does this theme mean to your group?

4. **Type of meeting?** (annual meeting, awards banquet, etc.)

5. **Exact time(s) of Speaker's presentation?**
Start time: End time:

6. What takes place **immediately before** your Speaker's program?

7. What takes place **immediately after** your Speaker's program?

8. Speaker's **role in program** (opening or closing keynote, luncheon speaker, etc.)?

9. Any **other functions** (meals, cocktail party, etc.) **Speaker is required or invited to attend?**

Date & Time:

Location/room number:

Check one: Optional attendance _____ Required attendance _____



10. Name and Title of the **Introducer**:
11. **Appropriate attire** for Speaker:
12. **A/V** – Technical Requirements are listed on the front side of Contract under “Production Requirements”. Additional A/V sheet will be provided. It is requested that A/V sheet be given to the Hotel or A/V Provider to assist in proper set-up, that is most beneficial to Speaker and audience.
13. Who is in charge of providing **audio/visual requirements and room set up**?
Name:
Title:
Phone (work):
Phone (cell):
E-mail:
14. What **time** will the **room be available for equipment check or rehearsal**?
15. Who spoke at this meeting last year?
16. Who else is speaking at this event?

LOGISTICAL INFORMATION:

17. **Meeting facility, location, room:**
Venue:
Room Name:
Phone:
Fax:
18. **Hotel Accommodations** for Speaker:
Name:
Address:
Phone:
Fax:
Speaker’s Hotel Room Confirmation #:
19. Closest airport to hotel:
Distance from airport:



20. Ground Transportation:

Speaker will be transported from airport meeting site via:

Will be met at the airport by a limo service?

Take a taxi?

Rental car?

Will be met at the airport by a member of your organization?

If Speaker will be met at the airport:

Name of Limo Service:

Limo Service Phone Number:

Ground Transportations Confirmation #:

Where will driver meet speaker?

Will driver be holding a sign with speaker's name? Yes _____ No _____

THE AUDIENCE:

21. Audience demographics:

Number to attend Speaker's program:

What % are Men? _____ What % are Women? _____

Average age:

General description of attendees:

Job Titles:

Will spouses be in attendance? Yes _____ No _____

22. Names and titles of any executives or VIP's your Speaker should be familiar with:

ORGANIZATION'S BACKGROUND

23. Please provide a brief **description/profile of your organization:**

24. What is your organization's **website address?**

25. Current **challenges/problems** experienced in your industry?

26. Who are your **biggest competitors?**

27. **Jargon, catch phrases or key words** the Speaker should be familiar with:



SPEAKER'S PROGRAM:

28. What **Speech Title** have you selected?
29. **Major objectives** of this meeting?
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
30. Are there any **sensitive topic that should be avoided**?
31. Specific **objectives** for your Speaker's session:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
32. If this Speaker could leave your group with two thoughts, what would they be?
 - 1.
 - 2.
33. **Why did you choose Derek** for your event?
34. Is there anything further that your organization requires from the Speaker at this point?