

To aid in Steve's preparation for your event, we would like to gather the following information. Please complete this document and submit it as soon as possible. Each question is extremely important to ensure Steve understands the agenda.

## EVENT

DATE OF EVENT: \_\_\_\_\_ CLIENT: \_\_\_\_\_

EVENT REASON: \_\_\_\_\_

ORGANIZATION'S SOCIAL MEDIA INFORMATION: \_\_\_\_\_

SOMETHING UNIQUE ABOUT YOUR ORGANIZATION: \_\_\_\_\_

## PRESENTATION(S)

Topic:            Enjoy The Ride (Motivation)            Making A Difference (Inspiration)            Hide Your Goat (Attitude)  
                         Detour (Change)                            Follow Me (Leadership)

SPEAKING TIME: START \_\_\_\_\_ - \_\_\_\_\_ FINISH    ROOM NAME: \_\_\_\_\_

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A / V CHECK TIME: \_\_\_\_\_            AUDIENCE SIZE: \_\_\_\_\_

PERSON INTRODUCING STEVE: \_\_\_\_\_

## VENUE

VENUE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_            STATE: \_\_\_\_\_            ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_            FAX: \_\_\_\_\_

## CONTACT INFORMATION

\*Please provide a mobile phone number in case of an emergency.

ONSITE CONTACT: \_\_\_\_\_            TITLE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_            MOBILE PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_            EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_            STATE: \_\_\_\_\_            ZIP CODE: \_\_\_\_\_

## GROUND TRANSPORTATION

Please have Steve arrange his own ground transportation

Client will arrange a professional car service for Steve to be picked up / returned to the airport

CAR SERVICE NAME: \_\_\_\_\_ DRIVER'S NAME: \_\_\_\_\_

DRIVER'S MOBILE PHONE: \_\_\_\_\_ CONFIRMATION: \_\_\_\_\_

PICKUP LOCATION: \_\_\_\_\_ NEAREST AIRPORT: \_\_\_\_\_

MILES FROM AIRPORT TO VENUE: \_\_\_\_\_

## HOTEL

Hotel accommodations are to be made by client with the room, taxes, Internet and parking to be billed to client's master account. A King Bed (non-smoking) room is **required** and must be **guaranteed** under Steve's name. If you would like Steve to make his own reservation, please check the appropriate box.

Please have Steve make his own reservation

Client will arrange for Steve's hotel

**Required** and **Guaranteed**: Non-smoking room, King bed, room tax, Internet and parking (if applicable)

HOTEL: \_\_\_\_\_

CHECK-IN DATE: \_\_\_\_\_ CHECK-OUT DATE: \_\_\_\_\_

CONFIRMATION NUMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_