



derek daly

SPEAKER'S CONTACTS:

1. Speaker's contact prior to and at the meeting:
Name:

Phone (cell):

E-mail:

THE EVENT:

2. What is your event/program **theme**?
3. **Type of meeting?** (annual meeting, awards banquet, etc.)
4. **Exact time(s) of Speaker's presentation?**
Start time: _____ End time: _____
5. What takes place **immediately before** your Speaker's program?
6. What takes place **immediately after** your Speaker's program?
7. Speaker's **role in program** (opening or closing keynote, luncheon speaker, etc.)?
8. 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 _____
9. Name and Title of the **Introducer**:
10. **Appropriate attire** for Speaker:

11. Who is in charge of providing **audio/visual requirements and room set up**?

Name:

Phone (cell):

E-mail:

12. What **time** will the **room be available for sound check**?

13. Who spoke at this meeting last year?

14. Who else is speaking at this event?

LOGISTICAL INFORMATION:

15. **Meeting facility, location, room:**

Venue:

Room Name:

16. **Hotel Accommodations** for Speaker:

Name:

Address:

Phone:

Speaker's Hotel Room Confirmation #:

17. Closest airport to hotel:

Distance from airport:

THE AUDIENCE:

18. Expected number to attend Speaker's program:

What % are Men? _____

What % are Women? _____

Average age:

Job Titles:

General description of attendees:

Will spouses be in attendance? Yes _____ No _____

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

ORGANIZATION'S BACKGROUND

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

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

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

SPEAKER'S PROGRAM:

23. What **Speech Title** have you selected?

24. **Major objectives** of this meeting?

1.

2.

3.

25. Are there any **sensitive topic that should be avoided?**

26. If this Speaker could leave your group with two thoughts, what would they be?

1.

2.

27. **Why did you choose Derek** for your event?

28. Is there anything further that your organization requires from the Speaker at this point?