



**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 &amp; 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?