

SPE

SPEAL	XER'S CONTACTS:		ere		Da	ly O
1.	Speaker's contac Name:	t prior to and at th	he meeting:			
	Phone (cell):					
	E-mail:					
THE EV	ENT:					
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 befo	ore your Speaker's	program?		
6.	What takes place	immediately afte	r your Speaker's p	orogram?		
7.	Speaker's role in	program (opening	g or closing keynot	e, luncheon spea	ker, etc.)?	
8.	Any other function	ons (meals, cocktai	il party, etc.) Spea	ker is required o	r invited to attend	1?
	Date & Time:					
	Location/room number:					
	Check one:	Optional attenda	ance	Requir	ed attendance	



	Derek Dalv
1	
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?
10010	COAL INFORMATION.
	CICAL INFORMATION:
15.	Meeting facility, location, room:
	Venue:

Room Name:

Name:

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Hotel Accommodations for Speaker:



	De	rek Daly
	Address:	
	Phone:	
	Speaker's Hotel Room Confirmation #:	
17.	Closest airport to hotel:	
	Distance from airport:	
THE AU	JDIENCE:	
18.	Expected number to attend Speaker's progr	am:
	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

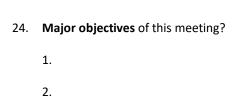
- 20. Please provide a brief description/profile of your organization:
- 21. Current challenges/problems experienced in your industry?



22. Who are your biggest competitors?

SPEAKER'S PROGRAM:

3.



23. What Speech Title have you selected?

- 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?