

Keith Wyche

PRE-EVENT QUESTIONNAIRE

Please complete and return this form at least 30 days before your event via email.

GENERAL INFORMATION

Date of Presentation:

Event Name: **[Enter Event Name]**

Organization Name:

Number of Attendees:

What is the website for the event?

What is the theme of the meeting?

Typical attendee job titles, roles, and responsibilities:

Are there any Restrictions, Buzz Words, Acronyms that Keith should be aware of?

Meeting Attire:

What social media accounts do you have set up for this event (i.e. – Facebook, Twitter, etc.)? Are there any hashtags to be included? Are there any restrictions around sharing this event on social media and/or using your brand name in marketing? If yes, please indicate restrictions:

MEETING SITE INFORMATION

Conference Location:

Conference Room Name:

PRESENTATION INFORMATION

What are the three primary objectives of Keith's presentation? What do you want attendees to walk away with from Keith's presentation?

1 -

2 -

3 -

Keith wants his presentation to be a "home run." At the end of the presentation, what would a "home run" look like to you?

Will you be asking attendees for feedback on Keith's presentation?

If so, can you provide the questions you will ask?

Room Setup/Seating Arrangement:

Time Keith's presentation is scheduled to begin (please include time zone):

Duration of presentation:

Presentation PowerPoint Information:

- Is there a required PowerPoint template?

- Indicate the PowerPoint format you are using – 4:3 (standard) or 16:9 (widescreen): - Do you need Keith to send his PowerPoint ahead of time? If so, by what date? - **Please sign and return Keith's Video Authorization Form with the questionnaire if recording.**

- **Please return a high-res company or event logo in jpeg or png format with the questionnaire if you would like Keith to brand this presentation.**

KEY CONTACT INFORMATION

Who is the meeting contact?

Phone: Cell Phone:

Name/Title:

Address:

City/State/Zip:

Email:

Who is the AV contact?

Phone: Cell Phone:

Email:

AV Check Date/Time:

Who should Keith contact upon arrival at the hotel?

Phone: Cell Phone:

Email:

ACCOMMODATION INFORMATION

Hotel Room Reserved for Keith? **If yes, Confirmation #:**

Hotel Name:

Hotel Phone:

Hotel Address:

Best Airport to fly into:

What's the best way for Keith to get to the event (Rental Car, Taxi/UBER, Limo Pickup, etc.)

[Enter Transportation Service, If Applicable]