Patrick Leddin, PhD

PRE-EVENT QUESTIONNAIRE

Please complete and return this form <u>at least</u> 30 days before your event via email to <u>jamie@adlspeakers.com</u>. For questions about this form contact Jamie Estes at 614-657-5384.

GENERAL INFORMATION

GENE	RAL 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 Patrick 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:
MEET	ING SITE INFORMATION
	Conference Location:
	Conference Room Name:
PRES	ENTATION INFORMATION
	What are the three primary objectives of Patrick's presentation? What do you want attendees to walk
	away with from Patrick's presentation?
	1 -
	2 -
	3 -
	Patrick wants his presentation to be a "home run" At the end of the presentation, what would a "home

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

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

run" look like to you?

Room Setup/Seating Arrangement:

Time Patrick'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 Patrick to send his PowerPoint ahead of time? If so, by what date?
- Please sign and return Patrick'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 Patrick 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 Patrick contact up	oon arrival at the hotel?	
Phone:	Cell Phone:	
Email:		

ACCOMMODATION INFORMATION

Hotel Room Reserved for Patrick? If yes, Confirmation #: Hotel Name: Hotel Phone: Hotel Address:

Best Airport to fly into:

What's the best way for Patrick to get to the event (Rental Car, Taxi/UBER, Limo Pickup, etc.) [Enter Transportation Service, If Applicable]