

Patrick Leddin, PhD

VIRTUAL PRE-EVENT QUESTIONNAIRE

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

GENERAL INFORMATION

Date of Event:

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

Organization Name:

Number of Attendees:

What is the website address for the event?

What is the theme of the event?

Number of expected attendees: **[Enter Number]**

Typical attendee job titles, roles, and responsibilities:

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

Meeting Attire:

What is the platform/service that will host the event? **[Enter Platform]** What is the log-in information?

[Enter Log-in Information]

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:

PRESENTATION 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 run" look like to you?

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

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

Will Patrick's presentation be live or pre-recorded? **[Enter Answer]**

If prerecorded, format needed? **[Enter Format]**

Time of Patrick's Presentation (please include time zone):

Duration of Patrick's presentation:

Will a rehearsal be required? If so, please provide the details: **[Enter Details]**

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 Moderator? **[Enter Name and Title of the Moderator]**

Who is the Day of Contact?

Phone: Cell Phone:

Email:

AV Check Date/Time:

Presentation Time and/or order: