Stephen Frost
PRE-EVENT QUESTIONNAIRE

Please complete and return this form <u>at least</u> 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 Stephen 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 Stephen's presentation? What do you want attendees to walk away with from Stephen's presentation?

    1 -

    2 -

    3 -

Stephen 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 Stephen's presentation?
If so, can you provide the questions you will ask?

Room Setup/Seating Arrangement:

Time Stephen'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 Stephen to send his PowerPoint ahead of time? If so, by what date?

- **Please sign and return Stephen'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 Stephen 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 Stephen contact upon arrival at the hotel?
    Phone: Cell Phone:
    Email:

ACCOMMODATION INFORMATION

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

Best Airport to fly into:

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