**Event Information**

**Date of Presentation**:

**Time of Presentation**:

**Location (include conference room name if in a hotel):**

**If Virtual, which platform:**

**Title of Presentation (or topic):**

**Contact info for day of event:**

To allow me to better meet your needs, please complete the following information:

1. **Audience Information**
	1. Number of attendees:

* 1. Other Relative Information (current changes or frustrations, internal conflict, etc.):
	2. Describe the group dynamics. (Do they see each other on a regular basis? Communicate via email? See each other only at meetings? etc.)
	3. Are there any barriers to communication I need to be aware of, e.g. language?
1. **Content**
	1. Are there particular points you want to get across to the group?
	2. Describe your preferred balance of fun/humor/motivation and content?
	3. Describe here (or email me) any scenarios that I might use to make the content more relevant. (Of course, details will be changed to protect the innocent ☺
	4. I also love to put pictures in my presentation of people in your district. Some event planners will email pictures, or you can direct me to Facebook or website.
	5. Music is a part of my presentation. I use it to discover diversity in the group. Although I may already have something in mind based on your topic, which of the following would work best for your group:
		1. Generational music (e.g. *Who’s from the:* 60’s, 70’s…. current)
		2. Genre of music (e.g. *Where are my fans of…*country, rock, R&B, etc.)
		3. Music that describes various personalities (e.g. *Which style describes you most…*FAST, Relaxing, Comforting, etc.)
		4. Something else you have in mind?

***For In-Person Events:***

1. **A/V Needs**

I do have all of my own AV equipment, but it is certainly easier for me if I don’t have to travel with all of it.

* 1. I will need to use my own computer during the presentation. I often have audio and video clips and websites that I access, and having my own computer makes that a smooth process.
	2. Will a projector, power strip, and extension cord be available?
	3. I must be close enough to control the presentation myself using a remote or keyboard. (My wireless remote has a range of up to 100 ft.)
	4. Will you have a wireless or hand-held microphone for larger groups? I prefer a wireless in order to walk around.

e. I will need a sound system to play audio files from the computer.

1. Will there be Wi-Fi access in the room? (Not always necessary.)
2. **Room Setup**
	1. Style: Classroom, theater, etc.
	2. Speaker location: Stage, floor, etc. (If a stage I will need room to “wander” uninhibited by a head table and chairs please ☺ )
	3. Other pertinent information
3. **Miscellaneous –**
	1. I usually arrive approximately 45 minutes – 1 hour before the start of the event. Does this seem reasonable? If not, when would you like for me to arrive?
	2. Any other helpful information (parking, construction, etc.)
4. **Travel**
	1. Recommended airport:
	2. Recommended hotels:
	3. Any other helpful travel information:

***For Virtual Events:***

1. Describe level of interaction, e.g., Chat only, Audio, Video, Confidential, etc.
2. I will need presenter access to share slides, videos, audio, etc.
3. Will there be a dry run beforehand?
4. Will there be a moderator for question/chat box?
5. What else would you like for me to know about your virtual process?

Thank you so much for your assistance! I am looking forward to a wonderful time with your group - *Tami*