

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**
 - a. Number of attendees:
 - b. Other Relative Information (current changes or frustrations, internal conflict, etc.):
 - c. Describe the group dynamics. (Do they see each other on a regular basis? Communicate via email? See each other only at meetings? etc.)

- 2. Content**
 - a. Are there particular points you want to get across to the group?
 - b. Describe your preferred balance of fun/humor/motivation and content?

- c. 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 😊)
- d. I also love to put pictures in my presentation of people in your district. Some planners will email pictures, or you can direct me to Facebook or website.

For In-Person Events:

3. 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.

- a. 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.
- b. Will a projector, power strip, and extension cord be available?
- c. 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.)
- d. 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.
- f. Will there be Wi-Fi access in the room? (Not always necessary.)

4. Room Setup

- a. Style: Classroom, theater, etc.
- b. Speaker location: Stage, floor, etc. (If a stage I will need room to "wander" uninhibited by a head table and chairs please 😊)
- c. Other pertinent information

5. Miscellaneous -

- a. 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?
- b. Any other helpful information (parking, construction, etc.)

6. **Travel**
 - a. Recommended airport:

 - b. Recommended hotels:

 - c. Any other helpful travel information:

For Virtual Events:

7. Describe level of interaction, e.g., Chat only, Audio, Video, Confidential, etc.

8. I will need presenter access to share slides, videos, audio, etc.

9. Will there be a dry run beforehand?

10. Will there be a moderator for question/chat box?

11. 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 West, PhD



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