



Please complete the following questionnaire and return it to your client services representative by the date listed. Thank you for taking the time to ensure that this is a successful event!

**Client Services Rep: Jenny Foreman**

**Please return by:**

**Speaker:**

**Client:**

**Date of Engagement:**

**1. Our contact regarding the details of the event:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Fax number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Speaker's primary on-site contact (if different from above):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Fax number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date arriving on-site: \_\_\_\_\_

What is the hotel name and phone number where this contact is staying during the event?

\_\_\_\_\_

**3. Person or car service providing the speaker's ground transportation: \_\_\_\_\_**

Individual or car service name: \_\_\_\_\_

Telephone number of the car service (if applicable): \_\_\_\_\_

Confirmation number for the car service (if applicable): \_\_\_\_\_

Driver's cell phone number: \_\_\_\_\_

Where will the speaker be met at the airport?

Baggage claim

Exit of the secured area

Other

**4. Hotel accommodations for the speaker:**

Name of hotel: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Guest fax: \_\_\_\_\_

Confirmation number: \_\_\_\_\_

Organization contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**5. Event location:**

Hotel or location for event: \_\_\_\_\_

Event room: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

**6. What is the best airport for the speaker to use?** \_\_\_\_\_

Please list alternate airports that could be used: \_\_\_\_\_

**7. Approximate drive times:**

Airport to hotel: \_\_\_\_\_

Airport to event: \_\_\_\_\_

Hotel to event: \_\_\_\_\_

**8. Person introducing the speaker:** \_\_\_\_\_

Title: \_\_\_\_\_

**9. Speaker's event attire (circle/underline one):**

Black Tie

Business

Business casual

Casual

**10. Exact schedule of events for the speaker (please be as specific as possible):**

***If there are any changes from the contracted schedule of events, please contact us immediately.***

**Time**

**Function**

**Building/Room name**

<b><u>Time</u></b>	<b><u>Function</u></b>	<b><u>Building/Room name</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*\*Required: Please indicate appropriate time for an AV Check** \_\_\_\_\_

**AV Contact:**

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

11. Type of event: (i.e. Annual Meeting, Awards Event, etc.):

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12. Please provide a brief description of your organization:

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13. What is the major objective of this event?

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14. What would you like the presentation to accomplish for the audience?

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15. Do you plan on acquiring permission from the speaker to video tape this event for archival purposes only? \_\_\_\_\_

16. Please list any key issues, trends or challenges that are pertinent to your organization's industry both today and for the future:

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17. Who has spoken at this same event over the past several years?

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18. Who else will be speaking at this event this year?

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19. Audience description:

Approximate number attending: \_\_\_\_\_

% Men: \_\_\_\_\_ % Women: \_\_\_\_\_ Average Ages: \_\_\_\_\_

Spouses? \_\_\_\_\_ International Attendance? \_\_\_\_\_

Please describe the attendees, including positions of those attending: \_\_\_\_\_

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20. Organization's web address: \_\_\_\_\_

21. Do you have any additional information or questions for your speaker?

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Person who completed this form: \_\_\_\_\_

Today's date: \_\_\_\_\_

**Thank you for taking the time to complete this form!**

**Please return it to Jenny Foreman at Executive Speakers Bureau by email at [jenny@executivespeakers.com](mailto:jenny@executivespeakers.com) or fax at 901-756-4237 by the date above and feel free to contact her should you have any questions.**