

Caroline Adams Miller

PRE EVENT-QUESTIONNAIRE

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

GENERAL INFORMATION

Date of Presentation: **[Enter Date of Presentation]**

Organization: **[Enter Organization]**

Number of Attendees: **[Enter Number of Attendees]**

What is the website for the event? **[Enter Website]**

Presentation Format Information:

- Is there a required PowerPoint template? **[Yes/No]**
- Indicate the PowerPoint format you are using – 4:3 (standard) or 16:9 (widescreen): **[Enter Format]**
- Do you need Caroline to send her PowerPoint ahead of time? If so, by what date? **[Enter Date]**

What social media accounts do you have set up for this event (i.e. – Facebook, Twitter, etc.)?
[Enter Social Media information]

What is the theme of the meeting? **[Enter Theme]**

What are the three primary objectives of Caroline's presentation?

1 - **[Enter Objective 1]**

2 - **[Enter Objective 2]**

3 - **[Enter Objective 3]**

Caroline wants her presentation to “knock it out of the ballpark” and be a “home run.” At the end of the presentation, what would a “home run” look like to you? **[Enter "home run" description]**

Will you be asking attendees for feedback on Caroline's presentation? **[Enter Yes/No]**

If so, can you provide the questions you will ask? **[Enter Yes/No]**

Seating Arrangement: **[Enter Seating Arrangement]**

Time Caroline's presentation is scheduled to begin: **[Enter Time]**

Duration of presentation: **[Enter Duration]**

% Male/female attendees: **[Enter %]**

Typical participant description: **[Enter Description]**

Meeting Attire: **[Enter Meeting Attire]**

Who is the meeting contact? **[Enter Meeting Contact]**

Phone: **[Enter Phone]** Cell Phone: **[Enter Cell Phone]**

Name/Title: **[Enter Name and Title]**

Address: **[Enter Address]**

City/State/Zip: **[Enter City/State/Zip]**

Email: **[Enter Email]**

Who is the AV contact? **[Enter AV Contact]**

Phone: **[Enter Phone]** Cell Phone: **[Enter Cell Phone]**

Email: **[Enter Email]**

AV Check Date/Time: **[Enter AV Check Date/Time]**

Who should Caroline contact upon arrival at the hotel? **[Enter Arrival Contact]**

Phone: **[Enter Phone]** Cell Phone: **[Enter Cell Phone]**

Email: **[Enter Email]**

MEETING SITE INFORMATION

Conference Location: **[Enter Location Name, Address, Phone]**

Conference Room Name: **[Enter Room Name]**

ACCOMMODATION INFORMATION

Hotel Room Reserved for Caroline? **[Yes/No]** If yes, **Confirmation #:** "**[Enter #]**"

Hotel Name: **[Enter Hotel Name]**

Hotel Phone: **[Enter Hotel Phone]**

Hotel Address: **[Enter Hotel Address]**

Best Airport to fly into: **[Enter Airport Information]**

What's the best way for Caroline to get to the event (Rental Car, Taxi, Limo Pickup etc:
"[Enter Pickup Service]"