



Pre- Program Information Form

Help Liz bring her best to your event . . .

1. Date of Event:

2. Name of Organization or meeting
3. How did you hear about Liz?
4. Why did you choose her for this event?

About Your Program

5. What type of meeting is it?
 - What is your specific objective for the overall meeting?
 - What is the theme of your conference or meeting?
6. What is Liz's role at the meeting?
 - Opening keynote
 - Closing keynote
 - Luncheon Speaker
 - Other _____
7. What are your specific objectives for Liz's session? What would you like the audience to walk away with?

About Your Industry and Organization

8. What major products and/or services does your organization provide?

9. What clients or customers do you serve?
10. Who are your major competitors or threats?
11. What major changes or challenges face your industry and organization?
12. What successes or breakthroughs has your organization had recently?

About Your Audience

13. How many people will be attending Liz's presentation?
14. What is the percentage of men and women in the audience? ___women ___men
15. What are the major responsibilities of audience members?
16. Who are the other professional speakers, industry experts, or company executives on the program?
 - Name_____ Topic_____
 - Name_____ Topic_____
 - Name_____ Topic_____
17. Please identify three movers and shakers in your organization – people who know the objectives for your meeting and who will be in the audience. With your permission, Liz would like to send them three to five questions for research and customizing information.
 - Name _____ E-mail address_____
 - Name _____ E-mail address_____
 - Name _____ E-mail address_____

- Name _____ E-mail address _____
- Name _____ E-mail address _____

Logistics & Schedule

18. What takes place immediately before Liz's program?

19. Start time/End time

Entire program

Liz's Presentation (s)

Start time _____
End time _____

A. Start time____
End time ____

B. Start time____
End time ____

C. Start time____
End time ____

20. What takes place immediately after Liz's program?

*Please provide an agenda for the day Liz speaks and an Agenda for the overall program.

21. Person introducing Liz?

Name _____

Phone _____

Fax _____

Email _____

22. Person responsible for room set up?

Name _____

Phone _____

Fax _____

Email _____

Audio-Visual Requirements

Liz will need:

- Speaker system with one wireless microphone(s) (depending on audience size)
- LCD Projector and Screen
- Flip chart

23. Will an AV technician be on-site?

Name _____

Phone _____

Fax _____

Email _____

Recording – Taping

Audio or video recording of the presentation in part or whole for anything other than archival use is not a part of our agreement. If you are audio or video recording for archival purposes please provide us with a digital master copy of the tape within 14 days after your event.

24. Will the program be taped?

Purpose?

If taped, by whom?

Phone _____ Fax _____

Email _____

Travel Information

25. Where will the event be held?

Location_____

Address_____

City_____

State_____ Zip_____

Phone_____ Fax_____

26. In case of emergency who shall Liz contact?

Name_____

Business phone_____

Cell phone _____

Home phone_____

Pager_____

This form completed by:

- **Name:**
- **Title**
- **Company**
- **Address**
- **City, State, Zip:**
- **Telephone:**
- **Fax:**
- **E-mail:**
- **Web site:**

Thank you for providing this information.

Please email to liz@lizplaster.com

Or

Fax: 713-849-5706