

See : AGENCY

Pre-Event Details

Travel

- ✓ Air Itinerary
- ✓ Ground Itinerary

Client

- ✓ Type of Event
- ✓ Bureau
- ✓ Bureau Agent

Hotel

- ✓ Name
- ✓ Address
- ✓ Phone #
- ✓ Confirmation #
- ✓ Check In/Out
- ✓ Billing Info

Presentation

- ✓ Audience Size
- ✓ Audience Info
- ✓ Industry
- ✓ Client Website
- ✓ Event Objective
- ✓ Event Theme

On-Site Contact

- ✓ Name
- ✓ Mobile #
- ✓ Office #
- ✓ Email

Time

- ✓ Speech Length
- ✓ AV Check Time
- ✓ Time Notes
- ✓ Extra Commitments

Venue

- ✓ Meeting Room
- ✓ Address
- ✓ Phone #

Miscellaneous

- ✓ Back of Room?
- ✓ Guests?
- ✓ Taping Speech?
- ✓ Dress Code
- ✓ Notes
- ✓ Important