



PROGRAM QUESTIONNAIRE: EVENT & LOGISTICS PLANNING

Thank you in advance for taking the time to complete the event & logistics planning questionnaire. Please fill in the information below and return no later than 30 days prior to your event start date. If you have any questions, please contact Michele Lucia at mlucia@adlspeakers.com or 214.543.0844.

ORGANIZATION OVERVIEW & HISTORY	
Name of organization:	
Address:	
Brief description of organization:	
Please share and/or attach information that will help Patrick better know your organization and connect with your audience (i.e. mission statements, core values, recent news):	
Are there any sensitive issues you would like Patrick to be aware of or “hot topics” to avoid?	
Are there any specialty terms, jargon, or industry speak?	
Who are your biggest competitors?	

PROGRAM & CONTENT OVERVIEW	
Presentation date:	
Time & duration of presentation:	
Event title:	
Who will be introducing Patrick?	
Total number of attendees?	
Attendee profile?	



What is the theme for your event?	
Please explain the significance in choosing this theme and the reason it was chosen:	
Please provide the names of any additional speakers that will present at your event:	
Patrick wants his presentation to be a “home run.” What would a “home run” look like to you?	
Will you be asking attendees for feedback on Patrick’s presentation? If so, can you provide the questions you will ask?	

GENERAL EVENT INFORMATION	
Please attach a copy of event program/schedule with your completed questionnaire.	
Please note: Patrick will arrive at the meeting room one hour prior to his speaking time.	
Event location name:	
Event location address:	
Event location phone:	
Meeting room name:	

ONSITE CONTACT INFORMATION	
Event contact name(s) and title(s):	
Event contact(s) cell phone number:	
Event contact(s) email(s):	
Please note: Patrick will text message the onsite contact (listed above) upon arrival to the hotel. If there is an alternate contact, please list their information below.	
Alt. contact name:	
Alt. contact cell phone number:	



Alt. contact email address:	
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AV CONTACT INFORMATION	
AV contact name and title:	
AV contact cell phone number:	
AV contact email:	
AV Check Date/Time:	

AUDIO VISUAL REQUIREMENTS & VIDEO RECORDING INFORMATION	
<p>Client needs to provide the following:</p> <ul style="list-style-type: none"> • Room wired for sound/audio • Hands-free wireless microphone • LCD projector/wireless remote clicker/screen • One bottle of Water • Laptop loaded with Patrick's PowerPoint <p>Please note:</p> <ul style="list-style-type: none"> • Patrick requires an AV check • If handouts are being used, approximately one week prior to the talk, we will provide you with an electronic version of the handout for reproduction and distribution. If you need it earlier, please advise us as quickly as possible. Handouts should be printed on 8½" X 11", preferably 28lb paper in color., • Video recording is not permitted without prior approval and client signing Patrick's video release form. 	
Will the presentation be recorded?	[yes / no]
If yes, will it be Audio or Visual?	
If event is to be recorded, a video release form will be sent to you.	
Is there a required PowerPoint template?	[yes / no]
If yes, indicate the format you are using – 4:3 (standard) or 16:9 (widescreen):	
Do you need Patrick to send his PowerPoint ahead of time? If so, by what date?	
Please return a high-res company or event logo in jpeg or png format with the questionnaire if you would like Patrick to brand this presentation.	



TRANSPORTATION & ACCOMMODATION INFORMATION	
Closest airport(s) to event location:	
What's the best way for Patrick to get to the event (Rental Car, Taxi/UBER, Limo Pickup, etc.)	
<p>Patrick currently plans to arrive on DATE</p> <p>Please reserve one non-smoking, king size bed for 1 night or 2 nights within your rooming block. Patrick requests 2 bottles of water in his room. Once hotel has been reserved, please send hotel confirmation number.</p> <p>Please note: Once flights have been confirmed, if only one night is needed, in lieu of the second night, you may need to secure and prepay for an early check-in and/or late check-out.</p>	
Hotel name:	
Hotel address:	
Hotel phone number:	
Room Confirmation Number:	
Is hotel connected to event venue location?	[yes / no]
If no, please share how Patrick will be transferred from the hotel to event location.	

SOCIAL MEDIA AND MARKETING INFORMATION	
Do you have a website set up for this event?	[yes / no]
If yes, please share website link:	
Are you doing any event promotions via social media?	Facebook:
	YouTube:
Are there any event promotions via social media?	LinkedIn:
	Other:
Are there any hashtags to be included?	
Are there any restrictions around sharing this event on social media and/or using your brand name in	[yes / no]



marketing? If yes, please indicate restrictions:	
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BOOK ORDERING INFORMATION

Would you like to order copies of Patrick's corresponding book for your event? If "yes", who should we contact for quantity, shipping, and invoicing?	[yes/ no]	
	Book Title:	
	Name:	
	Phone:	
	Email:	