

JESSICA RECTOR
www.JessicaRector.com
jessica@JessicaRector.com
817-729-1358

YOUR NAME/TITLE:

ORGANIZATION:

Phone Number:

Address:

Program Title:

Program Date/Time:

Program Location:

Contact:

Emergency Contact Number:

Hotel Confirmation:

Transportation To and From Venue:

AUDIENCE PROFILE:

Audience Size? _____

% men _____ % women _____

Range of age _____ to _____

What are the job responsibilities of the audience members?

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PROGRAM:

Who Will Introduce Jessica? (intro will be sent)

What is the stage background color and room set up?

AV requirements: Wireless Lav Microphone

Are there any events the night prior?

What time can Jessica do a sound check?

What takes place immediately before and after Jessica's program?

What's the meeting theme?

Overall objectives of this meeting:

What speakers have you had in the past and what were their topics?

What did you like/dislike about those speakers?

What else do I need to know to WOW your audience?

Thank you for completing this. Jessica will contact you with any further questions.