

Technical Speaking Questionnaire

Please complete each line and check all that apply.

Organization: _____

Event Name: _____

Date/Location: _____

- Will the presentation(s) be video or audio recorded?
 - If so, list instructions/contacts to obtain a copy after the event.

 - If not, may we video the presentation? ___ Yes ___ No
- Will media be onsite to conduct interviews with presenters? ___ Yes ___ No
- Describe A/V equipment available.

Will there be someone onsite for A/V assistance?

Name/Contact, if known: _____

Check which of the following will be in the room?

- Cordless Lavalier Mic
- Handheld Mic
- Laptop
- Remote Control for Slide Transition
- Podium or small table
- LCD Projector

Room-layout sheet, if available. If not, please select the following.

- Stage with ___ or without ___ podium
- Group panel with seats; with ___ or without ___ table
- Speech will be standing in front of small room without stage
- Podium
- No Podium

There will be a table with table skirt available for Sarah to display books/materials.

- Located in the presentation room
- Located outside of presentation room within trade show

PLEASE RETURN TO: sarah@prosperityagenergy.com or erin@prosperityagenergy.com or to the address below.