



Thank you! I am excited to speak for your organization and collaborate to ensure success. This brief survey is the first step in creating a customized offering that exceeds expectations.

Please take a few moments to complete the questions:

Your EVENT

1. Name of your organization Click or tap here to enter text.
2. Address: Click or tap here to enter text.
3. Event date and location: Click or tap here to enter text.
4. Theme: Click or tap here to enter text.
5. Contact Person Name and Mobile: Click or tap here to enter text.

Sharon's Session

1. Date Sharon is speaking: Click or tap here to enter text.
2. Start and end time: Click or tap here to enter text.
3. The room where Sharon speaks: Click or tap here to enter text.
4. What happens before Sharon's session: Click or tap here to enter text.
5. Who/what follows Sharon: Click or tap here to enter text.
6. Sharon's topic: Click or tap here to enter text.
7. Name of introducer: Click or tap here to enter text.
8. Best AV check time: Click or tap here to enter text.
9. Speaker's attire: Click or tap here to enter text.

Your Audience

1. Approximate attendance: Click or tap here to enter text.
2. Average age: Click or tap here to enter text.
3. Audience role/responsibility: Choose an item.
4. Top two challenges they face: Choose an item.
5. Top two opportunities: Choose an item.
6. Any acronyms used: Click or tap here to enter text.

Accommodations and Ground Transportation

1. Will you plan accommodation? Click or tap here to enter text.
2. Hotel Click or tap here to enter text.
3. Address of the hotel: Click or tap here to enter text.
4. Telephone: Click or tap here to enter text.
5. Confirmation # for Sharon's reservation: Click or tap here to enter text.
6. Dates of lodging: Click or tap here to enter text.



Air Travel

Sharon makes her airline reservation, respectful of expenses and arrival time for you

1. Nearest airport: Click or tap here to enter text.
2. Distance from airport to hotel: Click or tap here to enter text.

Ground Transportation

1. Distance airport to hotel: Click or tap here to enter text.
2. Suggested ground transportation: Choose an item.
3. Ground transportation from hotel to venue (if different)
- time of pick-up from the hotel: Click or tap here to enter text.
4. Return transportation to hotel/airport: Click or tap here to enter text.

Audio Visual Requirements

1. One hand-held cordless microphone
2. One wireless Lavalier microphone
3. Describe the room setup

Add-Ons-

Videography and Photographer (pre-arranged per agreement)

1. Will provide one photographer
2. Will provide two videographers (one capturing the whole stage and one on gimble capturing engagement)
3. Will sync audio from master to stage footage captured
4. The photographer will capture and send a minimum of 50 Batch Edited Photos (during the presentation as well as behind-the-scenes moments with Sharon and crowd shots)
5. All products are the property of the speaker and may be used by the client
6. Record B-roll footage of audience and interactions
7. Record "person-on-the-street" style interviews as participants leave the event