

# KEVIN BROWN



## 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](mailto: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 Kevin 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 Kevin 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 and duration of presentation:	
Event title:	
Who will be introducing Kevin Brown?	
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 names of any additional speakers that will present at your event:	
At the conclusion of Kevin's keynote, what would you like your attendees to think, feel, and do?	Think:  Feel:  Do:

GENERAL EVENT INFORMATION	
<b>Please attach a copy of event program/ schedule with your completed questionnaire.</b>	
<b>Please note:</b> Kevin 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(s):		
Event contact(s) email(s):		
<b>Please note:</b> Kevin will text message the onsite contact (listed above) upon arrival to the hotel. If there is an alternate contact, please list their information.	Alt. contact name:	
	Alt. contact cell phone number:	
	Alt. contact email address:	

## AUDIO VISUAL REQUIREMENTS & VIDEO RECORDING INFORMATION

### Client needs to provide the following:

- Shure or Sennheiser belt pack

### Please note:

- Kevin will bring his own microphone (DPA 4488 CORE) which is compatible with client's provided Shure or Sennheiser belt pack. He will need a sound check.
- Kevin does not require an AV check (he does not use a PowerPoint presentation or require an LCD projector, podium, or internet connection)
- Video recording is not permitted without prior approval and client signing Kevin's video release form.

Will the presentation be recorded?

[ yes / no ]

If yes, will it be Audio or Visual?

A video release form will be sent to you with your program content questionnaire.

## TRANSPORTATION & ACCOMMODATION INFORMATION

Closest airport(s) to event location:

Will you be providing car service in the event city? If "yes", we will provide you with his flight information to secure transportation, Please note, if you booked flat travel expenses, ground transfers are included.

[ yes / no ]

Kevin currently plans to arrive on **DATE**

Please reserve one non-smoking, king size bed for **1 night or 2 nights** within your rooming block. Once hotel has been reserved, please send hotel confirmation number.

**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.

Hotel name:

Hotel address:

Hotel phone number:

Room Confirmation Number:

[ yes / no ]

Is hotel connected to event venue location? If no, please share how Kevin will be transferred from the hotel to event location.	
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SOCIAL MEDIA AND MARKETING INFORMATION	
Do you have a website set up for this event?  If yes, please share website link:	[ yes / no ]  
Please share any social handles/ hashtags below if you are promoting your event	
Facebook:	Linkedin:
YouTube:	Other:

BOOK ORDERING & SIGNING INFORMATION							
Would you like to order copies of Kevin's book "Unleashing Your Hero" for your event?  If "yes", who should we contact for quantity, shipping, and invoicing?	[ yes/ no ] <table border="1"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Phone:</td> <td></td> </tr> <tr> <td>Email:</td> <td></td> </tr> </table>	Name:		Phone:		Email:	
Name:							
Phone:							
Email:							
Kevin is happy to autograph books once he is on site. It would be helpful to have the books in a designated area, and if possible, to have them unpacked.							