

LEE RUBIN



Program Questionnaire: Event & Logistics Planning

Thank you in advance for taking the time to complete the event & logistics planning questionnaire. Please correct any information we have pre-filled and add in the missing information below. We ask for this form to be returned no later than 30 days before your event start date.

ORGANIZATION OVERVIEW & HISTORY	
Name of organization:	
Address:	
Brief description of organization:	
Please share and/or attach information that will help Lee 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 Lee 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 Lee Rubin?	
Total number of attendees:	

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Attendee profile:	
What is the theme for your event?	
Please explain the significance in choosing this theme and the reason it was chosen:	
At the conclusion of Lee's keynote, what do you want attendees to walk away with from Lee's keynote?	1: 2: 3:
Meeting Attire:	
Please provide names of any additional speakers that will present at your event:	

GENERAL EVENT INFORMATION

Please attach a copy of event program/ schedule with your completed questionnaire.

Please note: Lee will arrive at the meeting room one hour prior to his speaking time.

Event location name:

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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):		
Please note: Lee 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:	
Please confirm if Lee should reach out to this contact in lieu of the event contact or as a backup if the event contact is not available:		

AUDIO VISUAL REQUIREMENTS & VIDEO RECORDING INFORMATION

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Please note: <ul style="list-style-type: none">• Lee will need a wireless lavalier microphone. He will need a sound check.• Video recording is not permitted without prior approval and client signing Lee's video release form.	
Will the presentation be recorded?	[yes / no]
If yes, 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]
Lee currently plans to arrive one day before 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:	

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Room Confirmation Number:	
Is hotel connected to event venue location?	[yes / no]
If no, please share how Lee 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:	
Please share any social handles/ hashtags below if you are promoting your event	
Facebook:	Linkedin:
YouTube:	Other:

COURSE ORDERING INFORMATION	
Would you like to order registration for Lee's course, "Five Components of Extraordinary Teams"?	[yes/ no]
If "yes", who should we contact for quantity and invoicing?	Name:
	Phone:
	Email: