

# LEE RUBIN



## Virtual 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.

<b>ORGANIZATION OVERVIEW &amp; HISTORY</b>	
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?	

<b>CONTENT OVERVIEW</b>	
Presentation date:	
Time and duration of presentation:	
Virtual event title:	

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

### PROGRAM INFORMATION

Is this presentation live or pre-recorded?	
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If your event is LIVE please fill in the information below:		If your event is PRE-RECORDED, please fill the information below:		
What is the platform/service that will host the event?		What is the due date for Lee's pre-recorded presentation?		
What is the log in link and password:		<p>Note:</p> <p>We will deliver the pre-recorded video in a downloadable mp4 format.</p>		
Production company information:	Company name:			
	Email:			
	Cell phone:			
<p>Note:</p> <p>Lee does not require a rehearsal. He works with a professional studio; however, if a rehearsal is required, please indicate that in this questionnaire. We will do our best to coordinate with the studio to find a mutually agreed upon date and time.</p>				

KEY CONTACT INFORMATION		
Primary contact:	Name:	
	Title:	
	Email:	
	Cell Phone:	
Virtual moderator:	Name:	

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	Title:	
	Cell phone:	
Who will be introducing Lee Rubin?	Name:	
	Title:	

### 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:

### ACTION ITEMS NEEDED

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- Sign and return Lee's Video Release Form with the questionnaire if you are recording.
- Attach a full-color, transparent company or event logo in a EPS or PNG (at least 700px wide or tall) with the questionnaire if you would like Lee to brand his presentation.
- Attach a copy of the virtual event agenda/ schedule with your completed questionnaire.