

Event Check List

Please complete and return to Engage Selling

Fax Number: 613-730-5971 or Email: colleenfrancis@engageselling.com



Name of Company: _____

Name of Event: _____

Contact: _____ Cell Phone #: _____

Date: _____ Time: _____

What: Keynote Breakout Training Length: _____

Where: _____ Number of Attendees: _____

Colleen's Accommodation: _____

Hotel Address: _____

Confirmation #: _____ Special Event Rate: _____ Block Name: _____

Confirm Hotel Reservation: _____ Date: _____

Contact: _____ Contact Phone #: _____

Meeting Room Location: _____

Room Set-Up: Theatre Classroom 1/2 Rounds Other: _____

Stage: Yes No AV Crew: On-site Third Party

Record: Yes No Audio/Video Release Form: Yes No

Required: (No podium necessary)

Lapel Mic (if over 40 people) Laptop/Computer for PowerPoin Screen Bar Stool / High Chair

Materials:

Client to Print: Yes No

If Yes: Deadline for Electronic Copies: _____

If No: Confirm Shipping Address (materials to be shipped to arrive minimum one day prior to event):

Get Engaged - Get Results!

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