



# Event Check List

Please complete and return to The Friedman Group  
[brad@friedmansocialmedia.com](mailto:brad@friedmansocialmedia.com)

Name of Company:

Name of Event:

Email:

Phone:

Date:

Time:

Length:

What:

Keynote

Breakout

Training

Where:

# of Attendees:

## Brad's Accommodations

Hotel Address:

Date:

Confirmation #:

Contact:

Confirm Hotel Reservation:

Contact Phone #:

## Meeting Room Location:

Room Setup:

Theater

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/Projector for PowerPoint

Screen

Bar Stool/High Chair

Client to Print Materials:

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)