



**BRADFRIEDMAN**

@BradFriedman / @TheFriedmanGroup

## EVENT CHECKLIST

Thank you for completing this form!

Your Name:

Your Phone Number:

Your Email:

### EVENT INFO

#### General Info:

Name of Event:

Name of Company:

Location/Venue:

Date:

Time:

Number of Attendees:

#### Brad's Presentation:

Engagement Type:

Keynote       Breakout       Training       Other:

Meeting Room Location:

Date:

Time:

Length:

### EQUIPMENT

Room Setup:

Theater       Classroom       1/2 Rounds       Other:

Stage:     Yes     No

AV Crew:     On-Site     Third Party



720-248-8185



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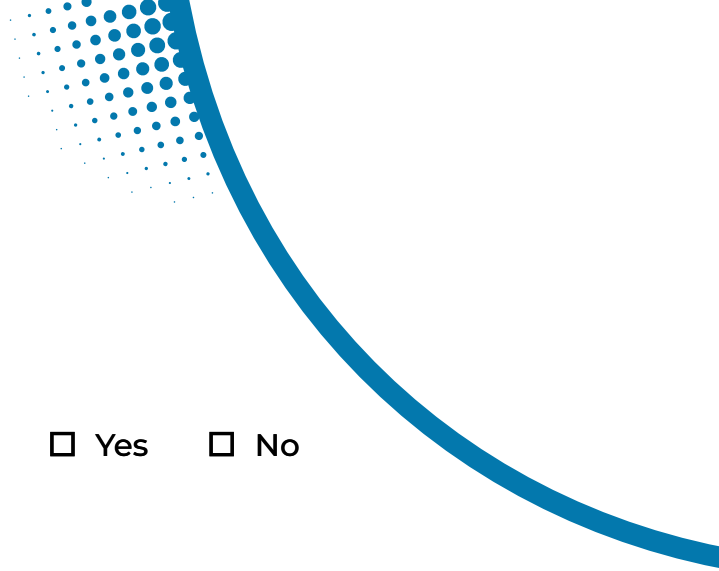


brad@friedmansocialmedia.com



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## EQUIPMENT *continued*

Will this be recorded?  Yes  No

If yes, is there an Audio/Video Release form?  Yes  No

Required Equipment:

- Lapel Mic (if over 40 people)
- Computer and Projector for PowerPoint
- Screen
- Bar Stool (or similar chair)

*Note: Podium is not required.*

Printed Material:  Yes  No

Who is responsible for printing?

Client

Deadline for digital files:

Brad

Shipping address for materials:

## ACCOMMODATIONS

Confirm Brad's Hotel Reservation

Hotel Address:

Phone Number:

Contact Name:

Dates:

Confirmation Number:

**NOTE:** Please send a copy of all memos, program announcements, brochures, and other promotional materials relating to this event so that my presentation will be consistent with your promotion. In addition, any annual reports, a copy of your newsletter, recent papers/flyers, or any key product brochures would be appreciated if available. Thank you very much!



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[brad@friedmansocialmedia.com](mailto:brad@friedmansocialmedia.com)