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## Scott Klososky Client, Travel, & Room Setup Information

Client Profile
Date of Engagement
Client/Event Name
Client Key Contact Name
Client Contact eMail/Phone
Client Website

Client Profile, Travel, and Room Setup Info.

Speaker's Bureau and Contact Info. (if applicable)
Fee Amount
Speech Location
Speech Title
Est. Start Time/ Duration
Theme
Do you need a bio, high res photo, speech description, or other supporting information to market Scott?
Description of meeting/event focus, objectives, and desired outcomes (please include what speaking slot/position Scott has)

<b>Number of Attendees Expected</b>
<b>Demographic Information</b>
<u>Male/Female Ratio</u>
<u>Average Age</u>
<u>Description of Job Positions and Roles Reflected in Expected Audience</u>
<b>Room Setup</b>
<u>A/V Setup</u> Scott will require a projector and screen with supporting sound capabilities. Please comment on any other A/V spec requests. <i>Note: Scott will use his own computer</i>

Who is doing the introduction, and what is their contact information?

Do you need to set up a conference call with Scott to discuss details?

Special Instructions

Hotel and Contact Information

(Do you want Scott's office to book hotel arrangements or will someone else be booking Scott's accommodations?)

Comments

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Flights

Scott's office will book flights and send the invoice for reimbursement.

Comments

Client/Event Name

Client Contact Name

Client Contact email/phone

Client Website