



Pre-Meeting Checklist

Presentation Date(s) _____

Presentation Time(s) _____

Company _____

The following preparations will help us make your event successful!

Please fill in the blanks with information, check off the boxes and FAX (918) 286-3982 back to our office as soon as possible.

Fee: Remember that the balance of the fee is due five (5) business days prior to your event. Please arrange for the deposit to be sent after signing the agreement letter. An invoice for the remaining expenses will be sent to you after your presentation dates.

Literature: Please provide by fax or mail a copy of your meeting agenda or any promotional meeting materials. Also, any company information such as newsletters, mission statements, safety issues your facing, employee handbook etc., to help Billy prepare for your presentation.

Location: Please provide a **detailed, legible map** to the meeting location, including address, phone numbers and meeting times.

Contact Persons: Name and phone number (pager/cell) of person(s) to reach after working hours if necessary.

Name: _____ Phone #: _____ Email: _____ Cell # _____

Planners
Mailing
Address

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Airport: Which airport should be flown into? Due to Billy's busy travel schedule, larger airports with more flights are best. Even is there is some driving time necessary. American Airlines is the preferred air carrier.

Lodging: If lodging is not pre-arranged our office would like a list of hotels from which to choose from when making our arrangements. Billy will normally arrive the day before the presentation date.

Hotel Name: _____ Phone # _____

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Audio/Visual: Client must provide a wireless lapel microphone for Billy's presentation. Because of his movement around the room and the audience interaction he needs his hands free. A wheelchair w/foot rests and an LCD projector and screen for Power Point must be provided.

Contact Persons: Please provide the name and phone # of the person in charge of opening the meeting room. Billy likes to arrive approximately one hour before the presentation time to prepare.

Name: _____ Phone #: _____ Cell #: _____

Introduction: Please keep Billy's introduction short. One can be found on the website. www.HookedOnSafety.com

Seating Arrangements: Seating is always a difficult situation. If possible, there is a preferred method. When using tables, classroom style works best, with the isle at 12:00 o'clock. If setting up chairs, please arrange chairs in a semi circle with isles at 12:00, 2:00 and 10:00 o'clock. This makes it much easier to bring people to the front and for Billy to reach the audience. Back projection is always the best for a presentation. A small table in the front for Billy to place his visual aids on is always necessary.