

## SPEAKING ENGAGEMENT OVERVIEW

### For Additional Information:

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<b>Event Name</b>	
<b>Date</b>	
<b>Location</b>	
<b>Time</b>	
<b>Sponsoring Organization</b>	
<b>How many people are expected?</b>	
<b>Event Organizer</b>	
<b>Audience Description</b>	
<b>Focus of Event / Goals and Objectives</b>	
<b>Focus of Remarks / Goals and Objectives</b>	
<b>Setting (Formality)</b>	
<b>Person Doing Introductions</b>	Name: Title: Email/phone number:
<b>Event Format and Run of Show</b>	
<b>Q&amp;A Period? (Y/N)</b>	
<b>Special Attendees (name and affiliations)</b>	
<b>Will there be a podium? Microphone?</b>	
<b>Will hand-outs be distributed?</b>	
<b>Video &amp; Media</b>	Will this event be: <input type="checkbox"/> Videotaped <input type="checkbox"/> Audiotaped <input type="checkbox"/> Webcast

<b>Any press invited? If yes, who?</b>	
<b>Photographer</b>	
<b>Promotions</b>	
<b>Rehearsal</b>	

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