

Program Details

To assist Tracy in planning her travel, please complete this document and submit it as soon as possible. Each question is extremely important to ensure Tracy arrives on time and understands the agenda.

EVENT

Date of Event: _____ Client: _____

Event Reason: _____

Where Did You Hear About Tracy: _____

Organization's Social Media Information: _____

Something Unique About Your Organization: _____

PRESENTATION

Topic(s): _____

Speaking Time: Start _____ - Finish _____ Room Name: _____

Speaking Time: Start _____ - Finish _____ Room Name: _____

A/V Check Time: _____ Audience Size: _____

Person Introducing Tracy: _____

VENUE

Venue Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

CONTACT INFORMATION

*Please provide a mobile phone number in case of an emergency.

Primary Contact: _____ Title: _____

Office Phone: _____ Mobile Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

GROUND TRANSPORTATION

- Please have Tracy arrange her own ground transportation.
- Client will arrange a professional car service for Tracy to be picked up / returned to the airport.

Car Service Name: _____ Driver's Name: _____
Driver's Mobile Phone: _____ Confirmation: _____
Pickup Location: _____ Nearest Airport: _____
Miles from Airport to Venue: _____

HOTEL

Hotel accommodations are to be made by client with the room, taxes, internet and parking (if applicable) to be billed to client's master account. A King or Queen Bed (non-smoking) room should be guaranteed under Tracy's name.

If you would like Tracy to make her own reservation, please check the appropriate box below.

- Please have Tracy make her own reservation
- Client will arrange for Tracy's hotel

Hotel: _____
Check-in Date: _____ Check-out Date: _____
Confirmation Number: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Please complete this form and email it to bookings@allthingspeaking.com.