

JOHN F. REGISTER
INSPIRATION TO MOTIVATION!
HURDLE YOUR ADVERSITY!!
Email to info@johnregister.com

Questions to the Conference Planner

- a. Name of Conference Planner _____
- b. Date and Time of Presentation(s) _____
- c. Specific Topic _____
- d. Length of presentation _____ Minutes
- e. Objectives, theme of meeting _____

- f. Special interest of the attendees _____
- g. Other program speakers _____

- h. Room Layout _____ (Auditorium; U Shaped; Rounds; Classroom Style; etc)
- g. Special Clothing Required _____ (Olympic Uniform. Etc. Will wear business attire for all engagements unless directed otherwise.)
- h. Date and time to test A/V requirements. ____ Time: _____
- i. What material, dialogue should/should not be used. _____
- k. Speaker Escort _____
- l. Speaker Introduction _____ (Who will read the introduction)
- m. Specific Talking Points, If any:
_____, _____
_____, _____
- n. Anything else that you feel is important for this occasion.

- o. Will media be present? If so what type (Radio, Television, Newspaper)

Thank you for completing this brief information sheet.

Sincerely,

John F. Register, Co-Owner Inspired Communications, Post Office Box 812, Colorado Springs, CO 80903