pRE-eVENT QUESTIONNAIRE

Please completely fill out the form below and return to

Tarsha Polk at **speaker@themarketinglady.com** **.**

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| --- | --- |
| **Company/Association:** (Please provide information about company) |  |
| **Company/Event Website:** |  |
| **Contact’s Name & Title:**  |  |
| **What is your role with planning the event:**  |  |
| **Contact’s Address/City/State/Zip:**  |  |
| **Contact’s Email:**  |  |
| **Contact’s Phone:**  |  |
| **Event location - (City | State | Venue)** |  |
| **What is the Date of Event?****What Date & Time Would Tarsha Speak?**  |  |
| **Purpose of meeting/event:**  |  |
| **Demographic and Profile of Group(s) to be spoken to:**  |  |
| **What is your speaker fee?** **Is travel/lodging included for the speaker? What is the closest airport? Will ground transportation and meals be provided?**(Tarsha travels from Dallas) |  |
| **How many people will attend? Are you interested in pre-ordering books for the session?** |  |
| **What exactly would you like Tarsha to do (i.e. - keynote, conference workshop, private business seminar)? Is there more than one appearance requested? What topic would like her to address?** |  |
| **How long would the presentation last?** |  |
| **Additional Comments:**  |  |