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:** |  |