



AMERICA'S RIB KING

**"FAMOUS DAVE"
ANDERSON**

GET FIRED UP • MAKE IT FAMOUS • SMOKE THE COMPETITION!

"Famous" Dave Anderson Speaking Event Preparation Questionnaire

To assist our speaker in preparing for the event, please take a moment to complete this form and then return it with your signed contracts. In addition, please attach as much background materials as possible on your organization (annual reports, newsletters, brochures, etc.) and the event (programs, invitations, press kits, etc.). Be sure to include an agenda for the event. **Please send completed form and any questions to: Claire Terrones, info@FamousDaveAnderson.com**

Speaker: _____ Contract: _____

Date of Appearance: _____ Time: _____

Full Name of Your Organization: _____

Title of Event: _____

Event Website: _____

Location of Speech: _____

Address: _____

City: _____ State: _____ Zip: _____

How is the Event being Communicated or Publicized?

Engagement Logistics

Pre-meeting Contact:

Name:

Title:

Office Phone:

Cell Phone:

What is the exact timetable of events for the speaker? Be as specific as possible, including time and locations of receptions, book signings, photo opportunities or other additional activities. **(Note: This should reflect the activities listed in your contract. A change or addition on this questionnaire OES NOT constitute a change to the contract. Any changes or additions must be approved separately and in writing by the speaker.)**

Please note if this is an after-dinner, luncheon, or breakfast speech: _____

Length of Speech: _____ Is there Q & A? _____ If yes, length of Q & A: _____

Audience Demographics: _____

Expected Total: _____ Men: _____ Women: _____ Age Range: _____

Audience Description: (i.e. Salespeople, Management, etc.)

Compensation: _____

Travel Information

Closest Airport: _____

Time & Distance Between: _____

Airport & Event: _____

Airport & Hotel: _____

Hotel & Event: _____

Preferred date & time of arrival: _____

Expected date & time of departure: _____

Person meeting speaker at airport: _____

Person meeting speaker at event site: _____

Ground transportation provider: _____

Name: _____

Cell Phone: _____

Office Phone: