



# 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](mailto: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?

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## 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.)**

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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: