



**Offering Keynote Speeches & Organizational Development Trainings on:
Leadership | DISC | Communication | John Maxwell | Sales**

The following information will help Betsy customize her presentation to fit your audiences needs. Please fill out the information and email back to: betsy@betsyallenmanning.com

Contact Information:

Name of client or group: _____

Client's Address: _____

Client's Website: _____

Phone #: _____

Email: _____

Name of Event Coordinator: _____

Phone #: _____

Email: _____

Logistics:

Event Location: _____

Event Address: _____

Event Meeting Room: _____

Phone #: _____

(If reserving a hotel for Betsy, please reserve a king bed & non-smoking room. Direct bill room & tax to your master account.)

Hotel Name: _____

Hotel Address: _____

Hotel Phone #: _____

Hotel Confirmation #: _____

(If you are providing transportation please specify below)

Nearest major airport to meeting site :

Airport to Hotel Transportation Information:

If someone is meeting Betsy at airport, what is their name & phone #:

Name: _____

Phone #: _____

Incase of an emergency or flight delays / cancellations, who should Betsy contact?

Name: _____

Phone #: _____

Program Information:

Program Theme: _____

Date of Event: _____

Meeting start time and end time: _____

Length of talk: _____

Betsy's start time and end time: _____

Betsy's Presentation Topic: _____

Purpose of Event: _____

(Awards Banquet, Annual Meeting, Trade Show, Leadership Training)

Who will introduce Betsy: _____

What is happening before and after Betsy's Presentation:

Meeting Attire: _____

List other speakers & their presentations that will be at this event:

1. _____
2. _____
3. _____

List 3 adjectives to describe speakers in the past that have been a bit hit with your group :

1. _____
2. _____
3. _____

List 3 objectives for Betsy's presentation(s):

1. _____
2. _____
3. _____

Is there a slogan, company creed or values that you would like Betsy to use in her presentation? :

Audience Information:

of Attendees: _____

Average Age: _____ % Female: _____ % Male: _____

What type of audience will be attending this event?

What are some of the biggest challenges your audience members are facing?

What are some big achievements within your organization?

List 3 KEY people, with phone # & Email, Betsy can interview within your company: (If applicable)

1. _____

2. _____

3. _____

Any suggestions on how Betsy can make this event even better for you?

How did you hear about Betsy?

(Speaker's Bureau, Social Media, Website, Word of Mouth, Heard Betsy Speak)

Clients often purchase Betsy's products to extend the value of her presentation. Would you like to discuss what your discount would be on this option?

YES _____ NO _____

Please send all correspondence to:

Betsy Allen-Manning

Email: betsy@betsyallenmanning.com

Mail: 241 Penuel Dr. Coppell, TX. 75019

Phone: 972-556-5244

Please feel free to use the links below on your website to introduce your audience to Betsy:

WEBSITE: <http://betsyallenmanning.com>

PRODUCTS: <http://betsyallenmanning.com/store>

LEADERSHIP BLOG: <http://betsyallenmanning.com/blog>

FACEBOOK: <http://facebook.com/betsyallenmanning>

TWITTER: <http://twitter.com/betsyamanning>

Thank you! I look forward to providing you with an amazing presentation for your meeting!!!

