

Kay DeKalb Smith Event Questionnaire

Date of Event: _____

Pre-Event Contact Information (Sponsoring Organization):

Name: _____
Title: _____
Office Phone: _____
Office Fax: _____
Cell Phone: _____
Home Phone: _____
E-Mail: _____

On-Site Contact Information (Only if different from above):

Name: _____
Title: _____
Office Phone: _____
Office Fax: _____
Cell Phone: _____
Home Phone: _____
E-Mail: _____

Event Site (Venue) Information:

Please provide the event site name, address, city, state, zip code:

Phone Number: _____
Fax Number: _____
Distance from Airport: _____

Hotel Information (Only if different from Venue):

Please provide the Hotel name, address, city, state, zip code:

Phone number: _____
Confirmation Number: _____
Distance from Airport: _____
Distance from airport to venue if different: _____

Kay DeKalb Smith Event Questionnaire-Page 2

Date of Event: _____

Timetable of event (s) for Speaker –be specific:

(Please do not anything that does not appear on the contract!)

Please include Hotel pick up time if appropriate and Venue departure time for return to hoteland /or return to airport:

TIME:	FUNCTION:	ROOM:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Preferred Speakers Attire: _____

Name of Person Introducing Speaker: _____

Type of Ground Transportation (from airport to Hotel or Venue: back to Hotel: to Airport): _____

Transportation host: _____

Emergency Cell Phone number for Host: _____

*******NOTE: If speaker is driving, please attach driving directions to the venue and the lodging, after last page.**

Audience Demographics:

General description of attendees: _____
Expected number in attendance: _____
Male/Female ratio: _____
Age range: _____

Brief description of Host Organization, including website address:

Kay DeKalb Smith Event Questionnaire-Page 3

Date of Event: _____

Purpose of this event:

Theme/Color Scheme: _____

Objective of this event: _____

Previous Speakers at this event: _____

Additional, helpful information: _____

How did you hear about the Speaker? _____

Name of person completing this form: _____

Please complete all three pages and fax, mail, or e-mail them to:

Kay DeKalb Smith

PO Box 680752, Franklin, Tn. 37068-0752

Fax # 615-309-8482

E-Mail: Kay@kaydekalbsmith.com