EVENT PLANNING

Program Details

Please complete this form and return it as early as possible. Every answer helps Ryan tailor the keynote to your audience and arrive ready to deliver.

EVENT

DATE OF EVENT

CLIENT / ORGANIZATION

REASON FOR THE EVENT

CONFERENCE OR EVENT THEME

WHERE DID YOU HEAR ABOUT RYAN (INCLUDE DATE IF POSSIBLE)

ORGANIZATION WEBSITE AND SOCIAL MEDIA

SOMETHING UNIQUE ABOUT YOUR ORGANIZATION

AUDIENCE SIZE

WHO IS IN THE ROOM (ROLES, LEVEL, INDUSTRY)

PROGRAM

Ryan delivers one program, “Real Threat or Code Red?”, in the format that fits your event. Please select one.

- ☐ **Signature Keynote** · 45 to 60 minutes
- ☐ **Interactive Workshop** · 60 to 120 minutes
- ☐ **Working Session** · half day

SPEAKING START

SPEAKING FINISH

A/V CHECK TIME

SPEAKING ROOM NAME

PERSON INTRODUCING RYAN

WHAT HAPPENS IMMEDIATELY BEFORE

WHAT HAPPENS IMMEDIATELY AFTER

VENUE

VENUE NAME

VENUE PHONE

ADDRESS

CITY

STATE

ZIP CODE

CONTACT INFORMATION

Please include a mobile number that will be reachable on the day of the event.

PRIMARY CONTACT

TITLE

OFFICE PHONE

MOBILE PHONE (DAY-OF)

EMAIL

ON-SITE CONTACT IF DIFFERENT

GROUND TRANSPORTATION

- [ ] Ryan will arrange his own ground transportation
- [ ] Client will arrange a car service to and from the airport

CAR SERVICE NAME

DRIVER NAME

DRIVER MOBILE PHONE

CONFIRMATION NUMBER

PICKUP LOCATION

NEAREST AIRPORT

MILES TO VENUE

HOTEL

Accommodations are arranged by the client, with room, taxes, internet, and parking billed to the master account.

- [ ] Ryan will make his own reservation
- [ ] Client will arrange the hotel

HOTEL NAME

CONFIRMATION NUMBER

CHECK-IN DATE

CHECK-OUT DATE

HOTEL PHONE

HOTEL ADDRESS, CITY, STATE, ZIP

A/V REQUIREMENTS

- A lavaliere microphone.
- A projector and screen for slides.
- If there is a head table, please set it back two to three feet so Ryan can present in front of it.

RECORDING

Recording is welcome with prior written approval. When it is approved, Ryan asks that:

1. A professional audio or video technician does the taping
2. Awarely™ receives the master copy within 30 days of the program
3. No copies are sold
4. Usage is limited to internal staff only
5. No posting occurs on YouTube or any other internet source

Tell us your recording needs early and we will work them out together.

Please complete this form and email it to ryan@liveawarely.com