

EVENT BRIEFING SHEET FOR JOHN SIMONETT

Event:

Name of Organisation holding the event:

Person filling in this form:..... Job Title/Position:

Event Venue: on Date:

Start Time of event: End time: Number attending:.....

What time will John speak? Approx: Duration?

Audience Profile: (who is attending):

M/F Ratio: Age Range:

Tell us about your organisation:

Tell us about the event:

Reason for event:.....

Any "theme" or special emphasis for the event? (or the conference of which it is a part)

.....

Any other speeches/presentations? (If so, what is before John – and after him?)

.....

What is your requirement from John (what are you looking for in booking him as a speaker?)

.....

Who will introduce John?.....

(John has a written introduction – if it is required before the event please give name and e-mail of person to send this to)

.....

Seating Arrangements:

Have you had any other external professional speakers/entertainers for this audience at previous events?

If so whom? :

.....

Name and Mobile no. of someone contactable on the day of the event (so John can report in on arrival – or in case of travel delays):

..... Mobile:

TECHNICAL REQUIREMENTS:

(1) STAGING : Depending on the size of audience - John prefers to speak from the floor – not a stage or lectern. For large audiences (200+) a stage will be required.

(2) LIGHTING and SOUND: John moves around so a lavalier clip radio microphone should be provided. John likes to see the audience – so house lighting should be on during his speech! If a stage is to be used – adequate spot lighting should be provided.

(3) A/V: John's will require a projector, screen and laptop for PowerPoint, connected to the sound system to play audio. He will bring his slides on a memory stick. He has a remote slide advancer, but if there is one provided he will use that.

(4) And finally: So that we are kept well informed about the arrangements please include us on the mailing list to delegates or attendees of the event with agenda updates and joining instructions, either by e-mail to john@johnsimonett.co.uk

or by post to

**Stocks Barn
Standish
Stonehouse
Glos GL10 3DL**

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