



## Event Information

**Event Date:**     /     /2010

Name	Phone
Organization Organization's Name	
Address Mailing Street Address City, State Zip Code	
Email	Fax

### What is the overall purpose of the event?

Event Name	Ona Brown's Time to speak Event's Time
Number of Attendees <b>&amp; Makeup of audience?</b>	
Three (3) main things you would want the audience to go away with? <b>1.</b> <b>2.</b> <b>3.</b>	
Location Location Location Address	

ALLOCATED BUDGET FOR SPEAKER:

WILL THERE BE TIME AVAILABLE FOR PRODUCT SELLS AFTER PRESENTATION?

Phase 2 of questioning after the deal is 98% secured....



WILL THERE BE ANY OTHER PRESENTERS?

IF YES...WHAT WILL THEY SPEAK ON AND WHO ARE THEY?

ARE THERE ANY SENSITIVE SUBJECTS TO AVOID?

WHO ARE YOUR TOP THREE MAJOR COMPETITORS, IF ANY?

DO YOU HAVE ANY DEADLINES THAT WE SHOULD BE AWARE OF?

HOW DID YOU HEAR ABOUT MS. BROWN?