



The following information will help Sharon customize her presentation to fit your audiences biggest needs.

Please fill out the information and email back to: sharon@sharonlipinski.com

Organization Information

Name of client or group: _____

Client's Address: _____

Client's Website: _____

Name of Contact Person: _____

Phone #: _____

Email: _____

List 3 company or association values/principles:

- 1. _____
- 2. _____
- 3. _____

Program Information

Program Theme: _____

Date of Event: _____

Sharon's Presentation Topic(s):

Sharon's start time and end time(s): _____

Length of presentation(s): _____

Meeting start time and end time: _____

Purpose of Event: _____

Event Registration or Website Link: _____

Who will introduce Sharon: _____

Email address to send introduction to: _____

What is happening immediately before and after Sharon's Presentation:

Meeting Attire: _____

What is the stage background color? _____

What is the room setup/table setup? _____

When is the best day/time for Sharon to do an A/V check?

List other speakers & their presentations that will be at this event or event webpage listing all speakers & topics:

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

1. _____

2. _____

3. _____

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

1. _____

2. _____

3. _____

Audience Information

of Attendees expected to attend: _____

Average Age: _____

Female %: _____ Male %: _____

What are the job responsibilities of those in the audience and what are their titles

What are some of the biggest challenges your audience members are facing & where are the opportunities for improvement in their work performance or personal lives

List 3 KEY people, with phone # & email that Sharon can interview within your company: (If applicable)

1. _____
2. _____
3. _____

List any taboo topics that Sharon should steer clear of with your audience:

What else do I need to know to WOW your audience?

Logistics

Event Location: _____

Event Address: _____

Event Meeting Room: _____

Event location Phone #: _____

Hotel Name (If different from Event location):

Hotel Address: _____

Hotel Phone #: _____

Hotel Confirmation #: _____

(If reserving a hotel for Sharon, please reserve a king bed & non-smoking room.)

Will you be billing hotel room to master account? _____

Nearest major airport to meeting site :

Airport to Hotel Transportation Information:

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

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

How did you hear about Sharon

Clients often purchase Sharon's Habit Challenge Mobile App to extend the value of her presentation. Would you like to discuss what your discount would be on this option

YES_____ NO_____

Pre-Order Sharon's Book For Your Group at a Discounted Rate!

Please send all correspondence to:

Sharon Lipinski

Email: sharon@sharonlipinski.com

4513 Sangamore Rd B1

Bethesda, MD 20816

Phone: 970-581-7681

Please feel free to use the links below on your website to introduce your audience to Sharon: WEBSITE: <http://sharonlipinski.com>

BOOKS: <http://sharonlipinski.com/book>

FACEBOOK: <https://www.facebook.com/SharonLipinskiSpeaker/>

TWITTER: <https://twitter.com/SharonHabitHero>

LINKEDIN: <https://www.linkedin.com/in/sharon-lipinski-863011a2/>

Thank you for taking time out of your schedule to help Sharon customize her program for your audience! We look forward to providing you with an amazing presentation for your meeting!!!