

PRE-EVENT GUIDELINES

Function name: (If applicable)	
Function purpose (eg. Training & Development Workshop, Conference, etc, Dinner Keynote etc);	
Presentation room/area:	
Is the presentation during a meal? Please confirm exactly which stage it is to be made (e.g. between entrée & main; before breakfast; pre-drinks):	
What is happening before Bronwyn's presentation?:	
What is happening after Bronwyn's presentation?:	
Dress code for function:	
Is Bronwyn to address the audience from a stage / raised platform?	
Whom should Bronwyn contact upon arrival at the venue:	Name: Mobile Contact #: Business Contact #:
Who are the senior people / VIP's attending?	
Who will be introducing Bronwyn- name and title please?	
What transport has been arranged to and from the venue (if applicable)	
Are there any additional functions at which Bronwyn's attendance would be required (e.g. Post event dinner, lunch, etc) if so please supply times, venue & appropriate dress:	

Things that help me

It would really help things along if you could possibly supply some or all of the following:

1. An agenda for entire event and any programs / printed material relating to the event
2. The Company's Mission Statement
3. Recent newsletters / in-house publications
4. Summary of programs offered to this audience in the past 12 months
5. Information about the Company / Organisation's background
6. Brief descriptions of structure, products, services, market, competition
7. Resource materials - e.g. corporate brochures, product information, statistics, promotional material

Note: In addition to standard materials you can supply, is there anything else you believe would be useful for me to know (mergers, new management, etc)