



WHAT I NEED TO KNOW

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Contact's Name _____ Date _____

Phone _____ Fax _____ Email _____

Company/Association _____

Address _____

Referred By/How They Heard About Me _____

Thank you sent to referral partner. Thank you sent to contact person after presentation.

Presentation Date: _____ On my calendar

Time of Presentation _____ Length _____

Location _____

Fee _____ Number in Audience _____ Product Table? _____

Meeting Theme _____

Title/Topic _____

Makeup of Audience _____

Meal/Beverages? _____ Podium? _____ Stage? _____

Room Set Up _____

Microphone _____ Requested Tables _____

Visual Aids Requested _____

Intro E-mailed _____ Person Introducing Me _____

Handouts Prepared _____ Handouts E-mailed _____

Presentation Prepared _____ PowerPoint Prepared _____

Don't Forget _____

My Notes: