

speaker brief

Please complete the details below and email to people@trinityp3.com along with any other support materials and we will be in contact to discuss and confirm arrangements.

Event Manager and/or Key Contact	
Name	
Position	
Company name	
Telephone (B/H)	
Email	
Mobile	
Event Information	
Event name	
Event date	
Event start time	
Time speaker should arrive at venue	
Time speaker's presentation will begin	
Time speaker may depart venue	
Name of contact at venue / event	
Mobile phone of contact at venue / event	
Function Venue	
Building name	
Street address	

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Function room name (if appropriate)	
Nearest street corner	
Venue phone number	
Google Maps reference	
Car parking	
Event Details	
Event purpose / objectives	
Names and details of other speakers attending the meeting	
Information in relation to other speakers (if appropriate)	
Estimated number of guests	
Profile of guests	
Final guest list (when available) <i>Please email to people@trinityp3.com</i>	
Event Agenda / Running Sheet <i>Please email to people@trinityp3.com</i>	
Are you wanting us to promote the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be either video or audio recorded or live streamed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will copies of these recording be available to the speaker post the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Speech Details		
Preferred speaker		
Duration of presentation		
Topic of presentation		
Key points / issues to be covered		
Is the speaker required to acknowledge or thank anyone during the speech?		
Presentation AV Format e.g. MS Powerpoint, 4 x 3 or 16:9, Event template		
Date presentation is required prior to the event		
Audio Visual Equipment: <i>Please advise details of audio-visual and presentation equipment available.</i>		
<input type="checkbox"/> Lectern	<input type="checkbox"/> Microphone	<input type="checkbox"/> Data projector
<input type="checkbox"/> Internet	<input type="checkbox"/> Flip chart	<input type="checkbox"/> Video playback
Dress Requirements: <i>Please advise dress requirements for the function.</i>		
<input type="checkbox"/> Smart casual (eg. Jeans)	<input type="checkbox"/> Business casual	<input type="checkbox"/> Business suit
<input type="checkbox"/> Black tie	<input type="checkbox"/> Other (please specify)	
Fees & Travel Arrangements		
Proposed speakers fee		
Airfares		
Accommodation		
Transfers (e.g. Taxi from airport to venue)		
Meals		
Car parking		

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