



Pre-Program Checklist

We want to do everything in our power to ensure that your program is a tremendous success! This brief checklist is designed to help ensure that all the details are buttoned up.

- **Research:** Trudy will spend a sufficient amount of time researching your company, association or group prior to development of the final presentation. With that said, if there are specific materials that you believe would help Trudy better understand the business objectives, challenges and opportunities of the participants, please forward that information.
- **Audio Visual Needs:** Trudy is highly-interactive with the audience and prefers a wireless lavalier microphone. Second selection would be a hand-held microphone. Trudy does not speak from a podium. LCD where appropriate.
- **Stage:** For groups of 200 or more, Trudy prefers a raised platform. The elevation makes the participants' experience much better.
- **Introduction:** A brief introduction statement is available for download in the speaker kit section.
- **Onsite Contact:** Please provide a cell phone number to be used for onsite connection between Trudy and the appropriate key stakeholders managing the event/meeting/conference.

We appreciate your help! Please feel free to contact us if you have any questions or if something you need is not covered here.
972.899.3677



Logistics

MEDIA & PUBLICITY

In order to create excitement and awareness of Ms. Bourgeois' appearance at your event, she is happy to fulfill media requests whenever possible.

TRAVEL EXPENSES

The client agrees to reimburse all travel-related expenses, which includes a roundtrip economy class ticket plus the cost of a space available upgrade, hotel, transportation, parking, meals, etc. Two options to choose from:

___ Speaker will handle own travel arrangements, which include round-trip airfare from Texas or California (where applicable), hotel accommodations and \$75.00 per diem (ground transportation, meals, actual receipts)

_____ Company/Association will book and pay for all travel arrangements and will provide confirmation one month prior to event

HOLDING & CONFIRMING DATES

If you have specific dates in mind for your meeting, we're more than happy to hold a date for you. This hold can be placed on our calendar for up to 30 days. If another client requests the dates you are holding, you will be notified by phone and given 48 hours to make your decision either to go to contract or release the dates. To secure the date, a program agreement will be issued. This agreement is to be executed and returned within two weeks and requires a 50% deposit. The remaining 50% balance is due two weeks prior to the appearance.

RECORDING THE PRESENTATION AT YOUR EVENT

If you wish to video or audiotape Trudy Bourgeois' presentation for archival purposes only, you must sign a release form. If you wish to make the recording available to attendees or later for a period of time for re-sale purposes, you must sign a separate release form. Be aware that separate charges may apply.

***Don't see what you need? We are only a phone call away!
Please call: Karen Best at 972.899.3677***