

EVENT INFORMATION REQUEST

Ms. Small Biz
Iris Ann Cooper

Event Information

Event Name:			
Event Date:	Please Check the boxes that apply:		
Event Time:	<input type="radio"/> Breakfast		
Actual Arrival Time:	<input type="radio"/> Lunch	<input type="radio"/> Social Hour: from ____ am/pm to ____ am/pm	
Departure Time:	<input type="radio"/> Dinner		
Event Address:		Floor or Room Number	Event Site Phone Number & Site Contact Name:
City:	State:	Zip:	PLEASE SEND DETAILED DIRECTIONS & A MAP.
Purpose (Please be specific; i.e. weekly, monthly, annual meeting, awards banquet, etc.)			
Role for Iris Cooper; i.e. keynote, welcome, remarks, etc.			
Topic of Remarks? For example: Small business initiatives or incentives, women business owners			
Approx. Time Ms. Cooper is expected to speak:	Length of Remarks:	Who will introduces Ms. Cooper? Name & Title:	
What takes place immediately before the Ms. Cooper speaks?	What takes place after the Ms. Cooper speaks?	PLEASE PROVIDE AN AGENDA OR PROGRAM.	
Attire: Please check appropriate box: <input type="radio"/> Casual <input type="radio"/> Business <input type="radio"/> Black Tie <input type="radio"/> Other _____			

Contact Information

Contact Person:		Business Phone:
Contact Address:	Email Address:	Cell Phone (or alternate number):
City/State/Zip:		Fax Number:
Name of Other contact person and/or phone number for day of event in case of emergency or delay:		Other Contact Phone:

Media Information

Media: Please check appropriate box: <input type="radio"/> Open to the public. <input type="radio"/> Open to the Media	Will your organization provide information to the media? <input type="radio"/> Yes <input type="radio"/> No
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Audience & Room Information

Expected number in attendance:	What is the age range? FROM: _____ TO: _____	Will the audience be predominantly ____ Male ____ Female ____ Both	Are there any other details about the audience that would be helpful to Ms. Cooper?
Will there be any elected officials Or other dignitaries in attendance that Ms. Cooper should be aware?	If so who are they? (Feel free to attach a list)		
What type of microphone will be provided? i.e., lapel mic, mic on a stand Will there be a podium?	Is there going to be a head table? o Yes o No		
Description of audience.			

Advance Information:

Any changes in the information pertaining to event	
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Thank you for your cooperation in completing the above information.

Please submit the completed forms to:

Phone: 614-750-1870

Fax : 614-750-1870

Email: iris@justaskiris.com