

Lee Shelby

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Presentation Preparation

To help prepare for the successful presentation, please answer the following questions and provide additional information as indicated. Please email back to lee@leeshelby.com as soon as possible. Thank you!

Meeting Information

Dates: _____

Times: _____

Locations: _____

Company: _____

Industry/Organization Type: _____

Payment

- **Deposit:** Please understand the deposit must be made before any travel reservations will be secured unless other terms have been discussed.
- **Fee:** The balance of the fee must be paid within 15 days after the invoice is received.

Travel & Accommodations

- **Airport:** What is the closest airport? Due to a busy travel schedule larger airports with more flights may be best at times.
- **Hotel Accommodations:** If hotel accommodations are not pre-arranged please provide a list of hotel to choose from. Hotel reservations will be made upon receipt of hotel list prior to presentation.

Materials

- **Literature:** Please provide by email, a copy of your meeting agenda or any promotional meeting materials including any company information such as newsletters, mission statements, safety issues you're facing, employee handbook, etc. to help prepare for the presentation.
- **Location:** Please provide a physical address of the meeting location, phone numbers and meeting times
- **Contact:** Please provide a contact person name, email, office number (w/ext), cell number to reach after hours

Meeting Room Needs

- **A/V:** Client must provide a lavalier mic, projector and screen for power point
- **Contact:** Please provide the name of person in charge of opening the meeting room and how they can be contacted.

Meeting Planners Contact Info:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Website: _____

Office Phone/ext: _____

Cell: _____