



EVENT

CHECK LIST ...

Please complete and return to: tyler@tylerhayden.com

Name of Company: _____

Name of Event: _____

Contact Name: _____ Cell Phone #: _____

Date:	
Time:	
Length:	
Where:	
Number of Attendees	
What (Circle One):	Keynote Team Building Workshop Other

2. Tyler's Accommodation (if any):

Hotel Address:	
Confirmation #	
Date:	
Special Event Rate:	
Block Name:	

3. Event Location (circle):

Room Set Up:	Theater Classroom 1/2 Rounds Other _____
Stage:	Yes No
A/V Crew	On-Site Third Party None
Recording Presentation:	Yes No
Audio/Video Release Form	Yes No

4. Set Up:

Microphone	Preferred Lapel Mic (over 50 people)
Podium	No Thanks
A/V	VGA Plug In, Audio Plug In (headphone)
Screen	Yes Please
Chair/Stool	High Back No Arms (Stool or Chair)
Table	Small Cafe Style on Stage, 2 Cloth Napkins
Water	3 Bottles Please
Product Tables	2 @ 8' Back of Room (if that's OK?)

4. Materials:

When requested I will send a PDF to the meeting planner with any materials that can be shared with the attendees. Please email them out **after** the presentation. If you would like printed materials or bulk purchase books - let me know and we will ship that collateral by your deadline.

