

# Kairos Speakers Bureau Assignment / Presentation Check List

1. Date and inclusive times of event:

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ AM or PM: \_\_\_

2. Venue Event Scheduler Contact information including:

Name: Prefix (circle one) Mr Mrs Ms Other: \_\_\_\_\_

First: \_\_\_\_\_ MI \_\_\_ Last \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

3. Address of event:

Facility Name: \_\_\_\_\_

Floor: \_\_\_\_\_ Room Number: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Parking: \_\_\_\_\_

Building entrance: \_\_\_\_\_

4. Summary of presentation topic:

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# Kairos Speakers Bureau Presentation Check List

## 5. *Presenter Team* - Presenter/Info Table/Etc.

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

6. Date Presenter names and bios provided to venue scheduler? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. Promotional materials needed by venue event manager Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. Date suggested promotion info sent to venue scheduler? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

9. Setup OK by presenters usually 30 to 60 minutes prior to event? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Equipment needed:

a. Audio/visual and screen/display area for video:

Do we need to electronic provide projector? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
DVD Player Required?

b. Podium with audio provided Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. 3' x 8' information table provided Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

11. Expected attendance: \_\_\_\_\_

12. Seating arrangement (e.g. theater, in round or square or at tables)

13. Dress Code: \_\_\_\_\_

14. Pre event site visit recommended? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

15. Special notes applicable to event

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_