



## Harriet Wallace Appearance Questionnaire

Greetings,

Wallace Media Group appreciates your interest in having Harriet Wallace as a moderator for your event. Before we can confirm her, please fill out the form below so Harriet can best serve you for your event.

Date of event:

Arrival time:

Time event starts:

Duration of time you will need Harriet to be in attendance:

Approximate time event ends:

Event Address:

Will you need a copy of Harriet's bio? Y N

Will you need Harriet's headshot? Y N

Who should Harriet look for upon arrival:

Name:

Number:

Please give a short description of what Harriet is asked to provide?

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Where will Harriet speak on the program?

What is the room layout?

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Will Harriet be seated facing the attendees? Y N

Who will be seated next to Harriet?

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What is the audio/visual setup?

A. Podium Y N

B. Microphone: Cordless? Lapel? Table mic? Cord mic?

What is the appropriate dress for the event?

What is the event title and theme?

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Specific purpose of this meeting/session (e.g., awards banquet, annual meeting, etc.)?

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Specific objectives for Harriet's presentation?

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Sensitive issues that should be avoided?

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Who will introduce Harriet?

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Who are the other speakers on the program?

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What is your estimated attendance?

Thank you for taking the time to provide this information. Harriet will use it to prepare an outstanding presentation for your group.

**SPECIAL NOTE:**

*We firmly request the run of show, specific talking points, show script, bios of those Harriet is introducing, and any other relative announcements at least one week prior to the event. This will ensure Harriet is properly prepared and can best represent your organization as well as ensure a smooth run of show. Thank you in advance for honoring this request.*