



Please Tell Us About Your Event

It is important to us here at Power Link Dynamics that your event be an overwhelming success. We would like to be involved in the planning of your session to ensure that we deliver on the learning outcomes that are most important to you and your organization. We will be able to customize our session based on the information you provide.

Please complete and email this information form to: brian@briansmithpld.com

Contact Information

Company or Organization Name: _____

Address: _____

City/Town: _____

Postal Code/Zip Code: _____ Country: _____

Contact Person: _____

Phone: _____ Fax _____

Email Address: _____

Event Information

Event location: _____

Event Theme: _____

Topics you want covered in your session: _____

Will this event be recorded on Video or DVD? Yes _____ No _____

Who will be in attendance? (Executive level, Managers, Supervisors, General)

Dress Code: _____

General Presentation Information

What type of presentation would you like? (Information, Entertainment, Call-to-Action - Motivational)

Would you like us to provide hand-outs or copies of the presentation? Yes ___ No ___

How many participants do you anticipate attending? _____

Length of presentation: _____

Would you like to include an audience question and answer period? Yes ___ No ___

Will someone else be speaking at this event? Yes ___ No ___

What topics will they be covering in their portion of the event? _____

Please make arrangements to have the following equipment available to us:

Wireless mike ___ Screen ___ LCD Projector ___ Laptop ___ 2-Flip Charts ___

Do you have any additional information that you feel would help us in planning your event?

Additional Comments:

Thank you – We are looking forward to meeting and working with you