

Jeff Evans
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Pre Event Questionnaire

On-Site Contact

Name:

Title:

Phone:

Cell:

Email address:

Event Site Information:

Name of Venue:

Address:

Telephone:

Room set up for this event (theatre, hotel, ballroom, classroom, round tables):

Jeff's Hotel Information:

Hotel name:

Hotel address:

Hotel telephone:

Reservation Date(s):

Confirmation number:

Distance from airport:

Distance from event site:

Who will meet Jeff for transportation to event site?

What time will they meet?

Where will they meet?

Ground transportation to and from airport, venue, and hotel:

Company name and phone number:

Reservation date(s)

Confirmation number:

What address should we ship books and DVDs?

Exact Timetable of Events for Jeff (Please be as specific as possible):

Time Jeff may depart event site:

Speaker's Attire:

Audience Demographics:

General description of attendees:

Audience size:

Percentage male:

Percentage female:

Age range:

Geographic profile (local, regional, statewide, national, international):

Name/titles of key attendees of receptions:

Please Provide a Brief Description of Host Organization:

Host Organization's Web Site Address:

Major Objective of this Event/Conference:

Theme for this Event/Conference (if applicable):

Previous Speakers at this Event/Conference (previous years):

Additional Information you would like to include:

Please email or fax finished questionnaire back to the MountainVision office at 303 545 6272.

Thank you, we look forward to the event.

Jeff and the MountainVision office