



LEAD CONNECT LIVE

Kim's Pre-Presentation Form

Thanks for your help! This form will help Kim prepare the best program possible for your group. **Please return to us at least three weeks before the presentation.** Feel free to add pages if necessary, skip parts that don't apply to you, and pass the questionnaire on to others as well. And remember: the more detailed your answers, the better Kim can customize her program specifically for your group!

Your Customized Presentation

Name of Group: _____

Date of Presentation: _____

Name of Event: _____

Person completing this form: _____ Phone: _____

E-mail: _____ Website of Group: _____

Meeting Time: Begin _____ End _____

Kim's Program: Begin _____ End _____

2nd Program: Begin _____ End _____

What is the theme for your event, if any? _____

What is the Twitter hashtag for this event (if any)? _____

What is the Facebook Page for this event (if any)? _____

What are some of the problems / breakthroughs / challenges currently experienced by your organization or industry? _____

What's REALLY keeping your attendees up at night? _____

What changes do you anticipate in your organization / industry in the near future? _____

If there were a "common enemy" for your group (e.g., competitor, gov. agency, industry, etc.), who would it be, and why? In other words, who do you "love to hate" (and why)? _____

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If there is a special program or project your group or organization is currently working on, please briefly describe its name, nature, and any accompanying slogans:

What is the biggest misconception people (or your customers/clients) have about your industry, or the people in your industry?

Please list three “pet peeves” that this audience would relate to. How would they complete the sentence, “It just drives me crazy when...”? **Please give specific examples**, if possible (e.g., “When customers call in just before closing to demand early delivery” instead of just “Customers.”)

Please list any specific language, jargon, phrases, or words associated with your group that might be incorporated into this presentation:

Is there any “local color” (e.g., new company policy, broken piece of equipment, local hang-out, etc.) that Kim could incorporate into her presentation?

Is there anything Kim should NOT mention, or sensitive areas she should avoid?

What is your OVERALL objective of this meeting or conference?

What are your SPECIFIC objectives for Kim’s talk?

When your audience is walking out of the room following Kim’s presentation, what do you want them thinking?

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Will there be other speakers at this event? _____ Topics: _____

Kim's Introducer (name and title): _____

Your Audience

Approximate number attending the meeting: _____ Male/Female ratio: _____ % Male _____ % Female

Age range of audience: _____ Average Age: _____ Will spouses be attending? _____

The dress code for attendees is:

- Casual
- Business casual
- Business
- Formal (black tie)
- Other:

General job responsibilities of attendees:

How can Kim refer to the *entire* group by job title or function (e.g., Health Care Professionals/Financial Advisors/Small Business Owners/Librarians)?

Please list two people who will be in the audience, and who most of the other attendees would know and like:

Name: _____ Title: _____

Name: _____ Title: _____

Travel and Logistics

Closest Airport: _____ Distance from site (in miles): _____

Ground Transportation (circle one): Taxi Rent a car Will be met by limo Will be met by other

If Kim will be met at the airport, where will driver meet Kim? _____

Hotel Name: _____ Hotel Address: _____

City: _____ State: _____ Phone: _____

Hotel Phone: _____ Kim's Hotel Confirmation #: _____

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Meeting Location (if not hotel): _____ Address: _____

City: _____ State: _____ Phone: _____

Name of room where Kim will speak: _____

What will be happening immediately before Kim's talk: _____

What will be happening immediately after Kim's talk: _____

When will the room be empty for A/V setup and sound check? _____

Group contact on-site: _____ Cell phone: _____

A/V contact on-site: _____ Phone: _____

Is it possible for one or two guests to sit in on Kim's program? _____

Would you be interesting in pre-purchasing any of Kim's books or other educational materials as ATTENDEE GIFTS at a quantity discount? (Call for price quote.)

May Kim offer her books/tapes for sale following his program? (Kim will never "hard sell") _____

Thank you for taking the time to provide this information.

ORGANIZATION CHECKLIST

Kimberly Massey Incurs No (Zero) Upfront Fees: Neither Out Of Pocket Expenditures Nor Reimbursements For Travel Expenses.

1. Airfare
 - Two round trip coach class tickets for Kimberly and her assistant
 - Kimberly Massey's team will choose the flights that work best with our schedule and inform you of the specific flights to purchase (usually closer to the event date to avoid change fees)
 - Once purchased, email the flight confirmation to us
2. Ground
 - Professional transportation service with a large SUV capable of transporting large product cases (personal vehicles, airport shuttles, and taxi cabs are not permitted)
 - Driver must meet Kimberly Massey and her assistant in the baggage claim area displaying a sign with Kimberly Massey's name on it.
 - Provide the driver's name and cell phone number
 - Transportation is required from the airport to the hotel, the hotel to the venue, the venue to the hotel, and finally from the hotel to the airport
 - Kimberly Massey and her assistant prefer to arrive at the venue no less than 1 hour before her scheduled presentation time; provide the pickup time
 - Kimberly Massey and her assistant prefer to arrive at the airport no less than 1 ½ hours before their scheduled departure time; provide the pickup time
 - If providing a rental car, a large SUV must be secured and paid for using the organization's credit card. Kimberly Massey will not have a credit card to provide payment at the time the vehicle is picked up.
 - In the event that Kimberly Massey drives her personal vehicle, our organization will charge \$0.55 per mile round trip. We will provide an invoice for the charges.
3. Lodging
 - 2 adjacent rooms in a four star (or better) hotel: Provide a list of hotels in the general vicinity to be selected by Kimberly Massey's office; if the conference is not held in a hotel.
 - Reserve rooms for the night before the presentation date
 - Rooms must be guaranteed for late arrival
 - Rooms must be directly billed to the organization by completing the hotel's credit card authorization form prior to Kimberly Massey's arrival at the hotel.

- If the event is in a hotel, both rooms must be secured in the conference hotel
 - Rooms may be needed for two (2) nights in the event that scheduling does not permit travel the day of the event.
 - Once reserved, email the reservation confirmation to our office
4. Meals
- Daily rate of \$100
 - No Receipts will be provided
5. Payment
- A deposit of 50% of the speaker fee is required to reserve your date
 - The final payment is due no later than the service date
 - Give Kimberly Massey the payment in an envelope.
6. Contract
- Emailed in PDF format
 - Sign and return either by email or mail (PO. Box 9688, Tampa, Fl. 33674)
 - Once the 50% Deposit and the signed contract are received, your date is secured
7. Rider
- Review the presentation requirements on the Kimberly Massey website
 - Hand held wireless microphone, bottled water, stool, stage, 4 to 6 (6ft) tables set up inside the speaking room near an electrical outlet, verification of whether or not a house sound system is available, etc.