

Pre-Event Form

Nick Webb's Talk Preparation

The Importance of This Form

Nick is committed to architecting the perfect custom presentation to meet the needs of your organization and audience. In order to do this, please provide as much information as possible in order to properly research, and prepare to deliver an amazing talk. Thank you in advance for helping to build out a great presentation for your audience!

Event Name and Theme

Is Nick providing an opening, conference or closing keynote presentation?

What is the size of the audience?

How much time is allotted for the presentation?

Will there be Q&A after the presentation? If yes, how much time is allotted?

What's the nature of your event?

Examples include: internal employee, client event, national industry conference, leadership/board event, other, etc.

What are the three main job titles of the attendees?**What are the three major adverse trends that are occurring within your industry/organization?****What are the three major opportunities within your industry/organization?****Are there any sacred cows that should not be mentioned during the talk?**

What are the three takeaways that the attendees should leave with after this talk?

What presentation style best describes your expectations?

Please check any of the options below, or feel free to describe more in detail!

- ☐ Big focus on an entertainment
- ☐ Thoughtful mix of fun and fresh content delivered in a conversational
- ☐ Big focus on content with a Ted like conversational delivery
- ☐ Content-centric with specific learning objectives delivered in a workshop
- ☐ Other, please describe below:

Do you and your team have some ideas about how Nick could add some additional value during our presentation?

Nick loves big ideas and happy customers!

Now for the boring stuff that Nick needs to build out his strategy and workflow!

Organization Name

Division

Address

City

State

Zip Code

Key Contact

Direct Dial or Cell Number

On-Site Contact

Direct Dial or Cell Number

Event Date

Preferred Event Time

Event Location Address

City

State

Zip Code

Hotel Location/Address

City

State

Zip Code

Speaker Schedule

Event Room or Exhibit Hall Location

Arrival Time

A/V & Technology Check-In Time

Presentation Time

Q&A Time

Engagement Conclusion Time

Speaker Leave Time

Additional Comments and Suggestions: