

## FREQUENTLY ASKED QUESTIONS WHEN BOOKING LAURIE REEVE FOR YOUR UPCOMING EVENT:

I am so excited you have scheduled me to speak at your upcoming event. The following information is frequently requested by Meeting Planners to help simplify the planning process:

### TRAVEL GUIDELINES:

For travel within Utah, please provide mileage reimbursement to and from event. Please let me know if there are any pre-event meetings or dinners that you would like me to attend. If my schedule allows, I enjoy getting to know the attendees in advance and often find ways to customize my presentation to meet your groups needs.

### SET-UP AND AV REQUIREMENTS:

- Depending on the size of your group, I may need a wireless microphone.
- I may require a handheld microphone for audience participation (again depending on the size of your group).
- I will bring my own laptop, remote control advancer, LCD projector, and thumb drive.
- I need you to provide:
  - projector screen
  - table for my AV equipment
  - tablecloth
- I use PowerPoint extensively throughout my presentations so projector screen placement should be comfortable for all participants to view.

### AUDIO/VIDEO RECORDING:

No audio or video recording of any kind is permitted during the presentation without my prior written permission.

### PAYMENT POLICY:

A deposit of 50% is due within 14 days of event confirmation. The balance is due no later than the day of the event.

### PRE-PROGRAM QUESTIONNAIRE:

You will find an on-line questionnaire at:

<http://www.simplyinorder.com> which is a valuable tool for you to complete so I know as much as possible about your event and attendees. Please complete this questionnaire no later than one month prior to your event.

### MEDIA:

I have extensive media experience and will be happy to participate in complimentary radio, TV, or print interviews to help promote your event.

### PHOTOS AND ARTICLES:

High resolution photos of Laurie are available at:

[http://www.simplyinorder.com/Download\\_Photos.html](http://www.simplyinorder.com/Download_Photos.html)

Articles written by Laurie are available at:

[http://www.simplyinorder.com/Organizing\\_Tips\\_Index.html](http://www.simplyinorder.com/Organizing_Tips_Index.html)

### INTRODUCTION:

A bio will be sent to the meeting planner for use in promoting your event as well as for speaker introductions at your event.

### HANDOUTS:

If there are handouts available for the presentation, they will be emailed to the meeting planner no later than 7 days prior to the event for duplication and distribution.

### PRODUCTS:

Many meeting planners prefer to pre-buy books or other products as gifts for each participant at their event. Please contact Simply In Order at (801) 809-6396 for special speaking engagement discounts.

### SIGNINGS:

A post-program book signing is an ideal way to extend and enrich the program experience for your audience members. Even a brief one-on-one conversation can motivate people to commit to act on what they have just learned. For book signings, please allow 20 to 30 minutes immediately following the presentation as well as a skirted 6 foot table, if available.

Contact Laurie today with any questions or requests regarding your event

(801) 809-6396 or visit [www.SimplyInOrder.com](http://www.SimplyInOrder.com)