

## Pre-Program Questionnaire & Event Requests

Allison Massari is looking forward to helping you create an unforgettable meeting with powerful and lasting impact for your attendees. Please answer all applicable questions and return to Allison Massari (via mail, fax or email).

**Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Entire Conference Date & Time:** Begin \_\_\_\_\_ : \_\_\_\_\_ End \_\_\_\_\_ : \_\_\_\_\_

**Date of Allison Massari's Keynote Presentation:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Allison's Program Time Slot:** Begin \_\_\_\_\_ : \_\_\_\_\_ End \_\_\_\_\_ : \_\_\_\_\_

**Allison's length of talk time:** \_\_\_\_\_

Please include the specific length of time Allison should be speaking. For instance, if you have her speaking in a 1-hour time slot, do you need approximately five minutes inside of that 1-hour time slot for the introduction and company announcements?

**What takes place immediately before and after Allison's program (speaker, meal break, etc.)?**

Before: \_\_\_\_\_

After: \_\_\_\_\_

**Approximate Number of People Attending:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Venue Address:** \_\_\_\_\_

**Venue Telephone No.:** \_\_\_\_\_

What are the specific objectives or results desired for the session? Is there an ideal message you would like the participants to receive? What do you want the audience to do, think or feel when Allison is done?

What is the specific purpose and theme of this meeting (annual meeting, awards, etc.)?

Why have you decided to have Allison as your speaker?

What are some current problems and/or breakthroughs experienced by your organization or industry?

What are the top challenges faced by your audience members?

Has the audience's business, industry or job changed in the last 5 years? If so, how?

**Name and title of senior executives:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Is there special jargon or terminology that Allison should consider including?

Are there any issues or terms to avoid?

**Previous speakers:**

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

## Photography

- It is important that there is no flash photography during Allison's presentation, as this can be distracting and feel like an interruption for the speaker. We ask that you let any designated photographers know, since it is specifically professional camera flashes that can cause a potential disruption. We thank you in advance for your understanding.
- Please email any photographs of Allison Massari to her within 14 days of the event so that she may be able to include them on her website. [CS@AllisonMassari.com](mailto:CS@AllisonMassari.com)
- Allison Massari's name, image, biographical information or likeness may not be used in any manner, including, but not limited to, an endorsement or promotion of any product, service, group, or opinion without prior written permission from Allison Massari/Massari Fine Arts, LLC.
- We will provide a headshot of Allison Massari that may be used to promote your event and used for materials related to the event such as a conference brochure.

## Video Recording or Live Broadcasting

Please note that the content of Allison Massari's presentation is governed by intellectual property law, and there are restrictions on the use of recordings or live broadcasts of her presentation. **No audio or video recording, or live streaming (such as on a "closed circuit network"), or live broadcasting (such as Facebook Live and Google Hangouts) is allowed without a signed Film Agreement from Allison Massari's office.** If you would like to film, tape, stream, or broadcast the keynote, please email us with the details of your request, and include exactly how you plan to use the recording, or any details about your hopes for broadcasting or streaming. Depending upon the intended use of any footage, a fee may be required. Upon approval of your request, Allison's office will create a film waiver agreement to be mutually signed.

## AV Requirements

- When is the AV check scheduled? \_\_\_\_\_  
(An AV check and walk-through needs to be *completely finished* at least 75 minutes prior to Allison's presentation. She is happy to arrive as early as you need.)
- A "headset microphone" similar to a DPA 4088 or an E6 Countryman is needed for the best sound quality. Allison's voice is definitely gentle when she presents most of her program. Additionally, when she tells stories she moves her head around quite a bit. A lavalier mic would cause sound to drop out or not be amplified enough. We thank you in advance for helping to get the headset mic.
- A monitor or laptop is needed near the foot of the stage so that Allison can see her PowerPoint as she advances the slides and walks the stage. *It is extremely important that the IMAG footage is not streaming on this monitor and that only the PowerPoint is on the monitor.*
- A wireless remote is needed to advance the PowerPoint slides. Allison requests to have full control of the slides rather than an additional person back stage pushing through her slides as she advances them.
- If it is possible, we request that Allison's PowerPoint be projected on screen at all times during her presentation. If your audience is extremely large and you plan to do cut away shots of her speaking via IMAG, we prefer that you use additional screens for this so that her slides will remain visible.
- A lectern on the left or right side of the stage is needed. There is one point during her speech where she will read something from there, so please be sure that it is clear of any booklets or binders.
- To focus and prepare, Allison likes to be in a quiet room for at least one hour prior to being needed back stage before her speech. If you can accommodate a quiet room with no interruptions or distractions near the event room, and also near a restroom, it is greatly appreciated. If not, she can find a spot on her own.
- Please, ensure that there will be no food or servers coming in or out of the room during the presentation. Thank you!

## PowerPoint

Who should Allison send the PowerPoint to in advance via Dropbox?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

- Allison will send the PowerPoint in advance via Dropbox. Her deck consists of photos only and does not include any animation nor does it require an audio connection.
- Allison's PowerPoint presentation contains her copyright protected artwork. The PowerPoint is for use during her keynote only. Since her work is copyright protected, Allison Massari's PowerPoint may not be shared in any additional forms including print, digital or online versions.

## Bio, Program Description, Introduction

- Please email Allison's office directly for these items: [CS@AllisonMassari.com](mailto:CS@AllisonMassari.com)

Allison will provide both a bio and a program description customized for your group. Her office will also provide an introduction for you to use that is perfect for setting up her presentation in the best way.

Name and title of Allison's introducer: \_\_\_\_\_

## Handouts

Allison has several powerful handout options for attendees. These will be provided to you. You may share these handouts digitally or in hard copy format.

## Meet and Greet, Gifts

Would you like to have Allison participate in a "meet and greet" after her keynote?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Gift to attendees:** Would you like to discuss purchasing a bulk order of Allison Massari's art prints at a special rate?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Allison would be happy to do an art signing. She requests one 6'-8' table and, if possible, a volunteer would be helpful.

## Logistics

- Please arrange and directly pre-pay for the hotel (room, taxes, internet, incidentals, room service charges, and on-site meals) and confirm that all will be billed to the client master account.
- Allison always flies in the day before her keynote. She prefers to fly out the day after her keynote, so that she may completely focus on your event and not be required to rush to leave after the presentation. With this in mind, one or two hotel nights are requested depending upon flight schedule.
- Please reserve a non-smoking room for two nights, with two queen beds and near the hotel lobby elevator. Any floor is fine.

**Hotel Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Closest airport and approximate # of miles to hotel:**

\_\_\_\_\_

**Will your company be providing Allison transportation from the airport to the hotel?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If you are arranging a car service for her, please keep in mind that she prefers to arrive at the airport *two hours* before her flight.

**Company name if you are providing a professional car service:**

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Location to meet driver:** \_\_\_\_\_

**Who should Allison contact via text upon arriving at the hotel?**

Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

**Thank you so much for your time and care!**

Allison is coming to support you. We enjoy being very easy to work with and we pride ourselves on not needing too much time and attention from your team, as she knows she is just one small part of the whole event.

Thank you so much for taking the time to complete this document. Allison is very much looking forward to meeting you and to providing a fantastic program for your event!