

# Speaking Information & Checklist

In preparation for your Howard Hyden presentation, please note the following:

**A/V Needs and other supplies:**

LCD Projector and screen

Wireless microphone

He may also need the use of a flip chart and markers, depending on the presentation.

A master of the handout materials Howard will be using for your presentation will be sent to you for you to reproduce. Color copies are preferred. Please bring all of these materials with you to your event.

Howard offers many value-added options at no additional charge for his speaking clients, if you are planning to utilize any of these, we must be notified at least one month in advance.

If you have any questions, please contact our office at 719-527-0003.

For contacting Howard in an emergency, please call his cell phone: 719-527-0003

Thank you for your time and assistance.

## **YOUR CHECKLIST**

- Speaking Location Secured**
- Travel Information Request Returned**
- Signed Agreement Returned**
- Deposit Invoice Paid**
- Balance Due Invoice Paid**
- A/V Needs & Supplies Arranged**
- Handout Materials Copied**
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