




## CONTACT INFORMATION


804-749-4100 


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## SOCIAL NETWORKS

dorothyerlanger 

dorothy.erlanger 

@Dorothyerlanger 

d.erlanger 

# EVENT PLANNING


## Pre-Event Questionnaire:


1. What materials or websites should be reviewed to assure that we have an in-depth understanding of your company/industry?
2. Are you interested in an applications-focused workshop related to the keynote?
3. What changes in attitude, behavior, or performance are you looking to achieve as a result of the event?
4. What is the professional level of the audience? (Executives, Management, Staff)
5. What is the current workplace climate and how is it impacting your company/staff?  
(rapid growth, industry challenges, cross-divisional issues)
6. Please list best times to schedule a call with key executives to understand needs and goals.
7. How will you know if this event was a success for your company?
8. Would you like a pre-event highlight video to promote the program?

Catapult Your Employees' to Success... Book Dorothy for Your Next Event!  
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## Event Logistics:

- Audience: What is the expected attendance?
- Venue: What is the room and stage set-up? (Theater style, Rounds)
- Length: What is the expected duration of keynote and time of presentation?
- Please list full program details (time of other events, speakers, activities)
  - What will take place immediately before and after Dorothy's keynote?
  - Who will be introducing Dorothy?
- Contact person for the day of the event (cell number and email)
- Contact person for travel arrangements (office, cell number, and email)

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## Audio Visual Checklist:

- What kind of audio/visual and lighting setup will you have?
- Will the event be videoed? (If yes, please provide a copy)
- AV check: Specify time and contact person
- Speaker will provide laptop and remote slide advancer (visuals and graphics)
- Please supply the following:
  - Screen
  - Projector and connections
  - Table for notes and papers (no podium)
  - Wireless headset microphone (preferred) or wireless lavalier
  - Handheld microphones for audience interaction

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