

While this questionnaire is not required, it can provide useful information as you plan your event. Feel free to use whichever questions best suit your needs.

SUGGESTED TEMPLATE FOR WHARTON SCHOOL GUEST SPEAKERS SPEAKER INFORMATION REQUEST

Speaker Media Acknowledgement and Release Forms

Here are three key components you'll need as you start creating event-related materials, including flyers, booklets, and programs:

- A. Speaker photo
- B. Biography
- C. Company website

When collecting those items from your speaker/contact, it's also be a good opportunity to gather additional information you'll need throughout the process so you have everything up front and can plan accordingly. Here are some important details you may want to ask your speaker about:

General Information

- Name (as it should appear in all publications):
- Title (as it should appear in all publications):
- Company Name (as it should appear in all publications):
- Mailing Address:
- Email Address:
- Speaker's on-campus contact:

Event-related Information

- Title of the speech:
- Nature and content of speech:
- Preferred format of speech (e.g. keynote, Q&A, interview)?
- Does the speaker want to mail any materials to be distributed during or after the speech? If yes, please describe:
- If applicable, would the speaker be willing to sign copies of a book or other materials?

Logistics

- Please describe all audiovisual (AV) needs (microphone, PC, etc.):
- Are translation/interpretation services needed?
- Does the speaker have any disabilities of which we should be aware so that we can make appropriate arrangements?
- Does the speaker have any particular dietary requirements?
- Beverage preference during the event?
- Are there any other special needs, requirements or requests of which we should be aware in planning for the speaker?
- Does the speaker require any specific security arrangements?
- Will the speaker be travelling alone or will she/he be accompanied? If the speaker will be accompanied, what are the names and titles of those people? Do they have any special needs?