

# Terri MURPHY

Speaker | Author | Consultant

## PRE-PROGRAM CHECKLIST



Best Selling Author • Accomplished Columnist • Television Producer • Consultant • Media Expert

We are totally committed to help you make your event the best ever! To be sure we have everything covered we've designed this pre-program checklist to ensure we will deliver the best program ever for your group.

Thank you for reviewing the items below so that we can be sure that we are on target for top delivery of content and experience for your expectations.

### **Needs Analysis Phone Meeting:**

Terri customizes each and every one of her programs based on the specific needs and expectations of her clients. We want to identify the correct contact, time and date to conduct a needs analysis call to customize your program for the highest positive outcome.

### **Room Setup:**

Terri prefers chevron theatre style when possible. Classroom set up is another option with a center aisle and chevron placement of the chairs for audience comfort. When we can include audience participation when using round tables, Terri prefers the crescent setting of the chairs.

### **Stage Risers - Platforms**

Unless the program requires a high stage or platform, Terri prefers to be closer to the audience on ground level. If a platform riser is required for better visibility, stairs on both sides would be helpful.

### **Microphone Equipment:**

Terri uses only a lavalier microphone. If your group does not have access to one, please notify us in advance.

### **Audio/Visual Aids:**

Depending on the type of presentation, an LCD projector, and screen with a small skirted round table up front for Terri is required for the program.

### **Recording of the Presentation:**

Terri's material is covered by copyright. Audio and or video recording is permitted with permission and is encouraged. A separate recording agreement will be endorsed prior to the event. When recorded, Terri requests a master copy of her segment(s).

### **Introduction:**

Terri will provide the introduction. There is a standard one available on her website under MEEETING PLANNER

### **Hotel & Travel:**

Terri requires a non-smoking hotel accommodation at the same hotel of the program when possible, secured by the client and guaranteed for late arrival with direct billing to the company account. Terri will make her own travel arrangements (non-stop when possible) coach airfare – round trip.

### **Ground Transportation:**

Thank you for arranging ground transportation to and from the airport for Terri or notify our offices of the options (Taxi, Shuttle, Limo, Pick up) Do confirm with our office who will be meeting Terri, and the name and contact information of the service provider. Terri will not rent a car, but would prefer to use taxis or shuttles to get to your venue.

### **Pre-Program Questionnaire:**

Please complete and submit via fax, mail or email. Any additional information you can supply about the THEME of your program will help us to finely customize just the right program for your event.

When completed, we'll be sure to cover the rest so you can be confident that this program will rock!