



# Event Worksheet

Please complete and return to Engage Selling

## Event

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Attendee #: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Length \_\_\_\_\_

Event Location: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

On-Site Contact Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

## Accommodations

Recommended Accommodations: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Special Event Rate: \_\_\_\_\_ Block Name: \_\_\_\_\_

Booked by Client: \_\_\_\_\_ Confirmation # \_\_\_\_\_

## Meeting Room

Meeting Room Location: \_\_\_\_\_

Presentation source: \_\_\_\_\_ Conference computer \_\_\_\_\_ Speaker computer \_\_\_\_\_

Recording: \_\_\_\_\_ (Only if explicitly approved in writing by Engage)

Requirements:

- If 40+ attendees: Mic pack compatible with Countryman mic (provided by Engage) or lapel mic
- If speaker computer: necessary power and display cabling
- If workshop or training: flip chart with post-it self-stick paper and multi-color markers
- Bar stool / highchair (no podium required)

## Additional Notes

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