

JEFF STRUECKER, LLC

P.O. Box 1451, Fortson, Georgia 31808 ■ 706.256.2344 ■ fax: 706.256.2817

www.jeffstruecker.com

PERSONAL APPEARANCE QUESTIONNAIRE

Speaker	Jeff Struecker	
Requested Date of Event		
Other Possible Dates		
CLIENT/PRE-EVENT CONTACT INFORMATION		
Organization		
Contact Name		
Position with Organization		
Office Phone		
Office Fax		
Mobile Phone		
Home Phone		
Email		
Preferred Method of Contact		
ONSITE CONTACT INFORMATION (if different from above)		
Contact Name		
Position with Organization		
Office Phone		
Mobile Phone		
Home Phone		
Email		
VENUE INFORMATION		
Venue Name		
Address		
City/State/Zip		
Main Phone		
Fax		
Nearest Major Airport(s)		
Distance from Airport	Miles:	Minutes:
EVENT(S) SCHEDULE		
Time zone of Venue		
Setup/Sound check time		
Time doors open		
Time Event(s) begins		
Time(s) Speaker to present		
Time Event(s) conclude		
Time Speaker may depart		
Length of Speaker's presentation		
Additional Presentation Details		

EVENT DETAILS OVERVIEW	
Event Name	
Purpose	
Description	
Main Objective	
Theme/Topic	
Preferred Speaker Attire	<input type="checkbox"/> Casual <input type="checkbox"/> Suit
Person Introducing Speaker	
AUDIENCE DEMOGRAPHICS	
Audience Description	
Expected Attendance	
Age Range	
Gender Makeup	% Male % Female
% of Audience familiar with Speaker	
% of Audience who are military	
MISCELLANEOUS DETAILS	
Other Speakers or Entertainers at Event	
Description of Host Organization	
Organization Website	
Proposed Honorarium	\$
Other Helpful Information:	

The above information and proposal will be reviewed by Jeff Struecker, LLC. If this appearance proposal is agreed upon by both parties, Client consents to reimburse Jeff Struecker, LLC for all travel expenses including but not limited to mileage or flight expenses (with option for companion fare), rental car and lodging in accordance with the Personal Appearance Contract to be signed by both parties.

Neither video nor audio recording allowed at event without prior express permission given solely by Jeff Struecker. If express permission is granted by Jeff Struecker, Client agrees to never release said recordings for profit.

All information given on Personal Appearance Questionnaire is privileged and confidential.

An Appearance Contract must be signed and deposit received by Jeff Struecker, LLC for a scheduled appearance to be confirmed. Please see Appearance Contract for other Terms and Conditions.