



HELEN L. CALLIER

Helping Small Businesses Succeed Today™

Client Information Form

Thank you for your interest in having Helen as a Speaker at your next event.
Please enter your event information below to assist me in delivering a powerful onpoint presentation.

Contact Information

Contact Name: Contact Title:
Business Phone: Mobile Phone:
Company / Association:
What is your role in planning this event?

Event Information

Conference Name:
Conference Date: City, State, Venue:
What is the purpose of your event?
How many years has this event been held?
What time would you like Helen to speak?
Date: Start Time: End Time:
Type of presentation:
Speaking Topic Request:
Speaker Budget:

Please tell me about your event attendees

Approximate Number Attending: % Males: % Females:
Average Attendee Age: Education Level:
Other Pertinent Demographic Information:



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Please tell me about your goals & expectations

What 2-3 things do you want each attendee to walk away with after Helen's presentation?

Is there any topic that should be avoided in Helen's presentation?

What other speakers will be presenting?

What have attendees not liked about past presentations?

Is there anything else that Helen should know in preparing for your event?

Notes: