

## Pre-Booking Information Sheet

This pre-booking information sheet is to assist Moovin4ward in learning more about your audience in order to propose the best speaker or team for your group. Please take a few moments to complete this form and feel free to provide any additional information that will help us serve you better. Once the sheet is completed, please return it to [booking@moovin4ward.com](mailto:booking@moovin4ward.com).

### Group Information

Organization			
Primary Contact:		Email:	
Meeting/Event Title:			
Theme:			
Date of Presentation		Time of Presentation	
Will the presentation be taped?	<input type="checkbox"/> Audio <input type="checkbox"/> Video	Event Dress Code:	

### Audience Profile

# of participants		Age Range:	
- % Female		Cultural Mix	
- % Male		Is participation mandatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the audience's life like from day to day?			
What challenges are they experiencing?			
What new trends or changes are happening in their industry/school?			
Are there any sensitive or controversial topics that should be avoided?			
What is the purpose or mission that you want to get across to your audience?			
What three points of information do you want addressed for this presentation?			
List any other information that might be helpful:			
Please include a tentative agenda of the meeting/event.			

*Thank you again for considering Moovin4ward for this event! We look forward to serving you!*