

Richard Paul's
Presentation Specification Sheet

*Answering the following questions will help to make your event a success.
(Please fill out and return at your earliest conveniences).*

How many will be attending the event?

What is the general age range of the attendees?

Will there be other presenters prior to or after Richard Paul's presentation?

If yes, how many?

What are their topics?

What is the objective of your organization?

What is the objective of this meeting or event?

Any additional information you can share about the organization or it's members?

List names, phone numbers and or emails of key individuals within the organization that Richard may contact for additional information about you're event.

Production equipment needed for a successful presentation:

Lectern

Layout tables in a theatrical setting

Professional Sound System

Wireless lapel microphone

Small skirted table (stage right (4x4)

Standard lighting through-out the room

Table for products sale in the back of the room and assistant

(If you are unable to supply these items or have any questions, please email me at ventking@richardpaul.com or call 800-579-8051