

# Fact Sheet: The Essentials

Please print out this form, complete and fax or email to the address at the bottom. THANK YOU!

CLIENT:

## PART 1: HOTEL INFORMATION

Hotel where Suzanne will stay:

Hotel address:

Hotel phone:

Confirmation #:

- Unless you indicate otherwise, Suzanne will take a taxi from the airport to the hotel.
- Once at the hotel, Suzanne will call you to let you know she has arrived safely.
- FYI: Suzanne's cell number is: **919-961-0183**

*Note: She only uses this number in travel. At other times, please use the office number.*

Please provide a phone number where you may be reached in case of emergency during Suzanne's travel:

## PART 2: MEETING FACILITY (the following is pertinent if the meeting is not at the hotel above)

Meeting facility:

Facility address:

Facility phone:

Contact person:

How long does it take to get to the facility from hotel?

On the morning of the meeting, Suzanne would like to be at the facility and in the meeting room 1 hour to 90 minutes before the start of registration time.

Will the meeting facility be open at that time? Yes  No  Unsure

Unless you indicate otherwise, Suzanne will take a taxi from the hotel to the facility. Yes, take taxi

Alternative transportation:

## PART 3: THE MEETING

Registration time:

Suzanne's opening time:

Lunch time:

Suzanne's closing time:

How do you handle breaks? Number of breaks and length of breaks:

Who will introduce Suzanne:

How many people (approx) in attendance?:

How well do the attendees know each other?: Very well  Somewhat  Not well

Completed by:

Phone:

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