

Speaker Requirements for Miscellaneous (Pat Landaker)

Thank you for inviting Pat to participate in your event! We are very excited about this opportunity to work with both you and your group. Please take a moment to read this document and see what your next steps are for making Pat's presentation a memorable and remarkable success.

Introduction of Pat - We have prepared an introduction to be read prior to Pat's presentation. Please make sure that the introducer is a savvy spokesperson who can deliver the introduction with vigor.

Program/Agenda - If there is a formal program or agenda for the event, please include Pat's bio information as well as her phone number and e-mail address.

Venue Room Arrangement for Talk – To maximize audience visibility and participation, rooms should be arranged theater-style, where possible. We've found that when participants are seated close to the front and together, they get the most out of Pat's interactive presentations. Should the presentation room provide more seating than there are participants, we ask that you tape or rope off the extra seats beginning in the back of the room or auditorium.

Venue Room Arrangement for Seminar/Workshop – To maximize audience visibility and participation, rooms should be arranged theater-style, where possible. We've found that when participants are seated close to the front and together, they get the most out of Pat's interactive presentations.

Materials - Pat's books and/or other materials will be made available at a special rate to all attendees interested. We will need one or two volunteers to help Pat manage product sales at the end of presentation. Please have them introduce themselves to Pat BEFORE the presentation begins, so that she can give them instructions.

Thanks again for choosing Pat Landaker. Expect a call from Pat one to two weeks prior to your event. In the meantime, should you have any questions or comments, please do not hesitate to call us at 303-379-9181. Copyright 1/2012