

Travel Information

Into what airport should we schedule Michael's flight? _____

How far is the hotel from the airport? _____

Name of person who will pickup Michael from airport _____

Cell _____ Check: ☐ baggage claim ☐ gate

Meeting Room Logistical Information

Hotel Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Hotel confirmation # _____

Site Telephone: _____ Fax Number _____

Name of Meeting Room (or Site if different from hotel): _____

The audiovisual person is: _____ Phone: _____

The room set up person is: _____ Phone: _____

THEATER STYLE is the preferred meeting room arrangement.

Michael's audiovisual needs are:

- a. CD Player (optional)
- b. Cordless lavalier microphone
- c. LC Projector (2000 lumen min) + screen

Please provide an autograph table and assistant.

All information will be kept confidential. Michael will call to review specific ideas to help meet your objectives.

We welcome the opportunity to serve you and look forward to providing you with Fresh Results!