



## Event Rider

**Thank you for booking Tom Flick.** Here are **8 items** that will help in the mutual exchange of information.

### 1) Client Questionnaire <http://tomflick.com/contact/meeting-planner/>

To ensure the highest quality presentation, please complete the Client Questionnaire and return it to: michelle@tomflick.com.

### 2) Conference Call

A **30-minute call** is used by Tom to gain more in-depth information about your group, your expectations, and your goals for the event. Please return the completed Client Questionnaire to our office at least one day prior to the scheduled call.

### 3) PowerPoint Presentation

- What is your PPT ratio? 4:3 or 16:9 (This can be noted on the Questionnaire.)
- Please send a **conference-themed** PPT template for Tom's title slide to TLF@tomflick.com.
- After the conference call, Tom will prepare his PPT deck and send to you.
- Tom will also bring along a backup of the presentation on a flash drive.

### 4) Audio/Visual Requirements

- Wireless lavalier microphone and professional PA system.
- Laptop, projector, wireless slide advancer and screen for PPT presentation.
- 5-minute AV check • Bottled Water (room temperature)

### 5) Hotel Accommodations

Please reserve a room for Tom. When booking hotel accommodations, please notify the hotel that Tom's **lodging and meals** are to be charged to your master account. Tom kindly requests a non-smoking room with a king-size bed. Please forward the hotel confirmation number to: michelle@tomflick.com.

### 6) Flights

Our office will book Tom's flights and forward the itinerary to you.

### 7) Ground Transportation - Car Service

When you receive Tom's flight itinerary from our office, please make arrangements for car service to and from the airport. Please send the details to: michelle@tomflick.com.

### 8) Additional Resources

Tom's Client Questionnaire, Introduction, Bio, Photos, etc., can be found on the Meeting Planner page of our website. <http://tomflick.com/contact/meeting-planner/>