

Meeting Planners » Pre-Program Checklist – Darryl L. Mobley

Covering the Basics to Make Every Program a Success

Nothing is more important to us than helping to make your event a resounding success. In order to make sure nothing "falls through the cracks" at showtime, we've created the following pre-program checklist that will assist us greatly in presenting the best program possible for your group.

Please send us any information such as industry magazines, company history, recent newsletters, or product brochures that will increase Darryl's understanding of your organization, its products and services, people, and challenges. If available, send us a copy of the program for this event.

We appreciate your help. Please contact us if you have any questions.

Platform - With groups of 200 or more, Darryl is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy his presentation. Please have steps placed in the front, if possible.

Microphone - Darryl prefers to use a wireless lapel/collar microphone. He enjoys being able to move around freely so he can interact personally with your group. His second choice would be a wireless, hand-held microphone.

Audio/Visual Aids - Darryl uses no visual aids. Please remove any equipment and/or screens from the area, if possible. Darryl does not speak from a lectern. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during Darryl's presentation.

Head Table - If the head table is on the stage, please have it set far enough back so Darryl can work in front of the table. (He needs room to move around and interact with the audience!) Please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

Handouts - We will provide you with a master copy of Darryl's handout. Please have a copy available for each audience member as they enter.

Introduction - Elsewhere on this website are downloadable introductions of varying lengths for you to use when introducing Darryl to your audience. Please use this to introduce Darryl to your group.

Hotel and Travel Arrangements - Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Darryl will be responsible for making his travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from Austin, Texas.

Ground Transportation - Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Darryl, or if you need him to take a cab or shuttle.

Payment of Fee - Per the agreement, please remember that 75% of the fee is due 30-days before the presentation, and the remainder of the entire fee is due on-site, immediately following Darryl's presentation. An invoice (with the exception of jobs through a speakers' bureau), including travel expenses and per diem, will be mailed prior to the engagement.

Please remember: Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT.

Once you've taken care of each of these items, you can be assured that everything will run smoothly--now YOU can relax and let Darryl do the rest!

Get all of the information you need to hire the perfect speaker for your next important event – Darryl Mobley. Contact us online or call us at 512-795-9684 ext 101 today!

www.DarrylMobley.com