



# Gerald Leonard

**Leonard Productivity Intelligence Institute LLC**

Telephone: +1-(443) 622-4740 | Email: gerald@geraldjleonard.com

Address: 7208 Rushing Water Court • Spanish Fort, AL 36527 U.S.A.

Website: geraldjleonard.com

## SPEAKER LOGISTICS SHEET (provide to event organizer to complete)

**Speaker Name:** Gerald Leonard

**Speaker Email Address:** gerald@geraldjleonard.com

**Speaker Cell Phone:** (in emergency) +1 (443) 622-4740

**ATTN EVENT PLANNER:** Please complete details below, then return to [gerald@geraldjleonard.com](mailto:gerald@geraldjleonard.com).

### EVENT INFORMATION

<b>Group Name:</b>	
<b>Date of Event:</b>	
<b>Name of Event:</b>	

### EVENT MAIN CONTACT INFORMATION

<b>Main Contact for Event:</b>	
<b>Phone:</b>	
<b>Cell Phone:</b>	

### HOTEL ARRANGEMENTS

<b>Name of Hotel:</b>	
<b>Full Address with Zip Code</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Confirmation Number:</b>	
<b>Check-in Date:</b>	
<b>Check-out Date:</b>	

(CONTINUED ON NEXT PAGE)

## AUDIO/VIDEO REQUIREMENTS

<b>A/V Requirements:</b>	LCD projector, Screen, over-the-ear/headset microphone, power source and amplification for bass guitar (if house system inadequate)
<b>A/V Contact Person:</b>	
<b>Primary Phone &amp; Cell Number:</b>	
<b>A/V Check Day/Date:</b>	
<b>A/V Check Time:</b>	
<b>A/V Check Location:</b>	
<b>Screen Dimensions:</b>	

## LOCAL TRANSPORTATION TO EVENT (If venue is different than hotel)

<b>Date:</b>	
<b>Time of pick-up:</b>	
<b>Pick-up Person or Service:</b>	
<b>Confirmation Number (if service):</b>	
<b>Primary Cell Number:</b>	
<b>Location of Pick-Up:</b>	

## EVENT DETAILS

<b>Day/Date:</b>	
<b>Event Location:</b>	
<b>Name of Room:</b>	
<b>Agenda for Day:</b>	
<b>Presentation Start/Finish Times:</b>	
<b>Pre-Registration (if applicable):</b>	
<b>Topic of Speech:</b>	
<b>Booksigning Session?</b>	
<b>Audience (# of attendees):</b>	
<b>Audience make-up:</b> (including % of male/female and other demographics)	

## TRAVEL/FLIGHTS

<b>What time is Speaker free to leave the event?</b>	
------------------------------------------------------	--

## ARRIVAL GROUND TRANSPORTATION

<b>ARRIVAL DATE:</b>	
<b>Arrival Information:</b>	
<b>Phone:</b>	
<b>Pick-up Person or Service Name:</b>	
<b>Scheduled pick-up time:</b>	
<b>Confirmation # (if service used):</b>	
<b>Primary Phone &amp; Cell #:</b>	
<b>Location of Pick-up:</b>	Baggage Claim
<b>Distance to Hotel:</b>	

### DEPARTURE GROUND TRANSPORTATION

<b>DEPARTURE DATE:</b>	
<b>Departure Information:</b>	
<b>Name of Service to Airport:</b>	
<b>Scheduled Pick-up Time:</b>	
<b>Confirmation No. (if service):</b>	
<b>Primary Phone &amp; Cell #:</b>	
<b>Location of Pick-up:</b>	Hotel Lobby
<b>Distance to airport:</b>	

### AIRPORT PICK-UP & RETURN TRAVEL TO SPEAKER'S RESIDENCE

<b>Day/Date:</b>	
<b>Details:</b>	
<b>Name of Service:</b>	
<b>Scheduled pick-up time::</b>	
<b>Confirmation No. (if service):</b>	
<b>Primary Phone &amp; Cell #:</b>	
<b>Location of Pick-up:</b>	Baggage Claim

### SALES VOLUNTEERS (Client responsible to arrange)

<b>Sales Needs:</b>	Two 8-ft. skirted tables <b>PLUS</b> 1-2 volunteers for product table	
<b>Sales Volunteer Name(s):</b>	Volunteer #1:	Volunteer #2:
<b>Volunteer(s) Cell #:</b>	Volunteer #1:	Volunteer #2:
<b>Volunteer(s) Email:</b>	Volunteer #1:	Volunteer #2:
<b>Note:</b>	Gerald Leonard's office will email Volunteer instructions to the above listed people prior to the event.	

### SPEAKER'S HANDOUT OR PRODUCT SHIPMENT TO EVENT SITE

<b>Note:</b>	All handout or product shipments generally arrive 1-2 days prior to event. If product needs to arrive by a specific date, please note that below in <b>Special Instructions</b> .
<b>Ship to Address:</b>	
<b>Ship to Name:</b>	
<b>Ship to Phone:</b>	
<b>Ship to Email:</b>	
<b>Special Instructions:</b> (Book/handouts must arrive by when?)	