

**Executive Communications  
Speech Logistics Form**

**SPEAKER NAME  
EVENT**

**Overview**

Event name	
Location	
Venue	
Date	
Event Start Time	
Event End Time	
Event Theme	
Speech Background	
Draft Agenda	

**Participant Demographics**

Industry or focus	
Expected # attendees	
Background	

**Executive participation at event**

Other senior executives speaking (this year)	
Senior executives speaking (prior years)	

**Speech Content**

Suggested title	
Key messages speech must convey	
Speech duration	
Topic Areas	

Copyright © 2009

<http://www.exec-comms.com>

[ian.griffin@exec-comms.com](mailto:ian.griffin@exec-comms.com)

510-962-4721

Creative Opening /Closing Options	
Stunts, Cameos, Demos	

### Speech Logistics

Speech start time	
Speech end time	
Duration	
Q&A	
Green room location	
Person introducing you	
Speaker on before you	
Speaker on after you	
A/V specifics	
Size of auditorium	

### Press and PR

Media Attending (Y/N)	
PR Contact Name	
PR Contact Phone	
PR Contact Email	
Newspapers present	
TV/Radio present	
Bloggers present	
Interviews (Y/N)	

### Repurposing speech

Audio Recording (Y/N)	
Transcription service	
Post to website	
Post to blog	
Videotaped (Y/N)	
Post to website	
Post to YouTube	

### Travel

Flight	
Departure Time	
Airport	
Arrival Time	
Local Transportation	
Hotel Accommodation	

Hotel Address	
Hotel Phone	
Check-in	
Check-out	

**Contacts**

Person completing this form	
E-mail address	
Phone	
Event Contact	
Email	
Phone	
A/V Contact	
Email	
Phone	