



Event Rider

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

1. Client Questionnaire tomflick.com/speaking/meeting-planner

To ensure the highest quality presentation, please complete the Client Questionnaire and return it to tom@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

- PPT ratio 16:9
- Please send a conference-themed PPT template for Tom's title slide to tom@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 / Virtual Technical Set-Up Requirements

- Wireless lavalier microphone and professional PA system.
- Laptop, projector, wireless slide advancer and screen for PPT presentation.
- AV check (please schedule)
- VIRTUAL Requirements: Presentation platform for virtual presentations (i.e. Zoom or Microsoft Meetings).

5. Hotel Accommodations (Live Presentations Only)

Please reserve a room for Tom. Please notify the hotel that Tom's lodging and meals are to be charged to your master account. Please forward the hotel confirmation number to: michelle@tomflick.com.

6. Flights (Live Presentations Only)

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

7. Ground Transportation—Car Service (Live Presentations Only)

Please make arrangements for car service to/from the airport in the event city. Please send the details to: michelle@tomflick.com.

8. Resources

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