

**Barry Moltz
Speaker's Agreement**

Event: _____

Date: _____

Location: _____

Event Coordination	Fax By Date:
Completed Pre Program Questionnaire	
Completed Hotel and Travel Logistics	
Sent Finished Brochure	<i>As soon as Applicable</i>

Please include Barry@Moltz.com and katherine.stoica@gmail.com on mailing list to receive all conference marketing material & brochure.

Please do not hesitate to contact me if I can answer any questions or provide you with any additional information. It is my goal to assist you in any way that I can!

Thank you again. Barry eagerly awaits the opportunity to work with everyone at the _____!

Sincerely,

Katherine

Katherine Stoica

Director of Marketing

Phone 312-925-1192

katherine.stoica@gmail.com

www.shafranmoltz.com

Checklist for Promoting Barry's Presentation

Post information and link to Barry's website (www.barrymoltz.com) on your group's web site.

Include Barry's picture on your website and on conference brochure. Photos of Barry can be found at <http://barrymoltz.com/press/index.html> for printing purposes.

To help promote your event, Barry can write an article for your newsletter and any other publication. Please let him know your publication guidelines and time frames.

Barry can provide artwork for an Ad for his tapes/books for the conference brochure and your newsletter.

We can assist with specific verbiage for an E-mail sent to announce that Barry will be presenting at your conference. Please provide a draft of such announcements so Barry can approve them before publication.

Barry can send out announcements to his clients in your area encouraging them to attend your conference.

Include Barry in the distribution list of any marketing materials for this event. He would like to receive a copy of any newsletters, brochures, emails, etc. His mailing address is listed below.

Room Set Up Instructions

Please share this page with the AV/Room Set-up Coordinator

If there will not be a stage used for the presentation, the projector screen should be set up in the corner of the room with no light shining on the screen. If this is not possible, it is best if the light bulbs directly above the screen are unscrewed. This allows for the room to remain well lit without washing out the image on the screen. A wireless lapel mic is required.

If Barry will be presenting on a stage, please remove everything from the stage. He will not need a head table on the stage. If the podium is needed for announcements, Barry prefers that the podium is not placed on the stage or at least it is placed off to one side so he can utilize the whole stage during his presentation. Barry also requests that steps be available for both the side and the front of the stage for easy access to the audience during his presentation. Please coordinate the screen placement with Barry for the best set up when there is a stage involved.