



What information about the event would you like to see?



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[illegible]

A 360 view of the flow of the event.

Current, and previous years
if you have them!

What are the speaker's travel plans?



Absolutely! About a month prior to the event, let's be in touch to set up a 30-45 minute call between our speaker and key event contacts to discuss event objectives & talking points.



Travel will be finalized about 2 weeks prior to event. Our speakers normally require only one night hotel but sometimes traveling day-of event isn't ideal (for anyone!). Until plans are final, please reserve a room for the night before AND the night of the presentation. (Remember to send us the reservation number for our files!)

Where do we send payments?



Usually it's as simple as a Wireless Microphone, a PC Projection Unit and Large Screen, and dedicated A/V Technician. See agreement for specific requirements. Any questions? Just ask!



All payments to be made payable to See Agency prior to the event and mailed to the address on the W9 provided. EFT/ACH banking information available upon request. Credit card payments incur an additional 3.5% charge.

We are looking forward to working with you on your event!

~~Christa~~

See : AGENCY