

# EVENT LOGISTICS FAQs



## Who will be my See Agency contact leading up to the event?



Christa Haberstock will continue to be your point of contact on all details.

m 310-903-1971 e christa@seeagency.com

### What information about the event would you like to see?



Agenda/Schedule: A 360 view of the flow of the event

Event Website: Current, and previous years if you have them!

#### Can we talk directly with the speaker about our event?



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.

#### What are the speaker's travel plans?



Travel will be finalized about 2 weeks prior to event. Our speakers normally require only one night hotel but sometimes traveling dayof 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!)

# What Audio/Visual should we secure for their presentation?



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!

#### Where do we send payments?



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!

See: AGENCY