

# BOOKING SHEETS

DATE: \_\_\_\_\_ SPEAKING DATE: \_\_\_\_\_

CALLER: \_\_\_\_\_ AGENT: \_\_\_\_\_

CLIENT'S NAME: \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Where ... Meeting Location: \_\_\_\_\_

When ... Time of Program: \_\_\_\_\_

Who ... # of People: \_\_\_\_\_ M/F \_\_\_\_\_ Ages: \_\_\_\_\_ % Eng/Fr \_\_\_\_\_

Why ... Objectives of Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other speakers you are considering: \_\_\_\_\_

Who have you had in the past: \_\_\_\_\_

What do you want to hear when it's over: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to set up a telephone meeting with \_\_\_\_\_?

Send faxable: \_\_\_\_\_ Mail/courier material: \_\_\_\_\_

What's next: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PRELIMINARY CONTACT SHEET

TOPIC: \_\_\_\_\_ TOPIC: \_\_\_\_\_

CLIENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRESENTATION DATE: \_\_\_\_\_

PROGRAM TOPIC: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PROGRAM LENGTH: \_\_\_\_\_

ESTIMATED # TO ATTEND: \_\_\_\_\_

WHO ARE THEY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NEAREST AIRPORT: \_\_\_\_\_

DISTANCE IN MINUTES OR MILES FROM AIRPORT: \_\_\_\_\_

HOTEL RESERVATION DATE: \_\_\_\_\_

HOTEL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FEE: \_\_\_\_\_

TERMS: \_\_\_\_\_