



Bill Dolan Speaker Questionnaire

The Basics:

Event Name: _____
 Event Date / Time: _____
 Presentation Time & Duration: _____
 Main Contact Name: _____
 Email: _____
 Phone: _____
 Event Platform: _____
 Live or Pre-Recorded: _____
 Emcee / Host / Interviewer Name: _____
 Tech Rehearsal Date / Time: _____
 Day-of Sound / Video Check (if applicable): _____

Type of Event:

- Keynote
- Podcast
- Interview
- Panel Discussion
(if so, how many panelists? _____)
- Other:

Bill's Press Kit is Available At:
7DRM.com/presskit

Diving Deeper:

Theme of Event: _____
 Key Messages: _____
 Target Audience / Size: _____
 Intended Outcome: _____

Interaction:

Will participants be seen or heard during the event?

- Yes No Sometimes

Will there be Q&A with attendees?

- Yes No If so, when?: _____

Promotion:

Will you be providing social media templates / posts for promotion on Bill's Platforms?

- Yes No

During Bill's presentation, can he promote his book, webinars, newsletter, etc.?

- Yes No

Will this event be available on-demand?

- Yes No

Day of Contact

Name: _____
 Phone: _____
 Email: _____
 Company: _____