

**Chris Dyer (Speaker) Live Virtual Keynote - Run of Show**

Client Name:

Presenter: Chris Dyer

Appearance Date:

Appearance Start Time:

Duration:

Title of Presentation:

Platform:

Who will supply the virtual event link? Client or a production company?

Producer name and contact information:

Please send an individual registration/invitation to the following three emails:

[chris@chrisdyer.com](mailto:chris@chrisdyer.com)

[shannyn@6degreespeakers.com](mailto:shannyn@6degreespeakers.com)

\*\*Please make the presenter a “co-host”, if possible.

**Settings List**

1. Will the attendees join in listen only mode? Or join with video, but on mute?
2. Will there be a slide up greeting the attendees when they enter?
3. Who will:
  - a. Intro Speaker?
  - b. Record the presentation?
  - c. Will questions be submitted in advance? Or via the Q&A or chat functions?
  - d. Who will be moderating those?
  - e. Close the program/ thank Speaker etc?

**We need to schedule:**

- Briefing call – 7-10 days before the event. Content being the main point of focus for this call.
- AV Check - 30 minutes before the presentation, everyone jumps on the virtual event for a tech check. Please have the virtual event in “non” broadcast mode (ie practice room).

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Customer Name / Signature