



Your event is **your moment.**

Isabella tailors every engagement to the event and the audience. These are the details she asks for before she steps on stage. Fill in what you can and send it back, or use it as the agenda for a briefing call.

Your event

Organisation and event name	
Date and time of the session	
Location, or platform if virtual (Zoom or Teams)	
Event start time, and arrival time to mic up or sign books	

The session

Topic	
Objectives and the key takeaways you expect	
Length of the presentation	
Will there be time for Q and A?	
Are breakout rooms or activities planned?	

Your audience

Who will be attending? Names and roles, if possible	
How many attendees?	
What is their relationship with your organisation?	
Is there an agenda and speaker schedule you can share?	

On the day

Main contact and a second contact, with mobile numbers	
Dress code	
Is there parking on site, and where?	
Will there be a run-through beforehand?	
Will the session be filmed or photographed?	

Slides, AV and room

Presentation needed in advance, or laptop or USB on the day?	
Should attendees receive a copy of the presentation?	
AV available: data projector, sound and microphone	
Projector and flipcharts confirmed	
Room set-up: seating, stage and lectern	