



James Smith Scheduling Team
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We need your help! This questionnaire is designed to help the James Smith for Governor Campaign members prepare and best meet the needs of your group. Feel free to skip over any questions, which would either be redundant or irrelevant due to the nature of your event. We want to do our part to make your upcoming event as productive and positive as possible. Once you have completed the form, please scan or mail to the above addresses.

General Information:

Complete Official Company/Association Name: _____

Other name or acronym for company/group: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

Company/Group Slogan: _____

Organization Type: _____

Event Information:

Name of Event: _____

Theme of Event: _____

Event Date/Time: _____

Event Address: _____

City: _____ State: _____ Zip: _____

Campaign Involvement: Keynote Speaker Attendance Speaking Presenting

Time Details if Speaking: _____

Other Speakers? _____

Point of Contact for our arrival: _____

Audience Information: (Invitation Numbers, Attendance Numbers, Age Range, Gender, etc.....)

Any other relevant information: (travel logistics, publicity information, etc.....)
