

**HOST ORGANIZATION:**

Name:  
Address:  
Website:

**EVENT INFORMATION:**

Event Name:  
Event Date:  
Event Location:  
Presentation Type:  
Presentation Length:  
Presentation Time:

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**CONTACT INFORMATION**

**Pre-Event Contact:**

Name:  
Title:  
Phone:  
Fax:  
Cellular:  
E-Mail:

**On-Site Contact:**

Name:  
Title:  
Phone:  
Fax:  
Cellular:  
E-Mail:

## AUDIENCE INFORMATION

### Description of Host Organization:

### Description of Audience:

Audience Size:

Audience Demographics:

Audience Attire:

What benefits issues would be of particular interest to the audience?

What would make this presentation of particular value to the audience?

Is there any additional information concerning the audience that Mr. Kushner should be aware of for the presentation?

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## PRESENTATION INFORMATION

Presentation Title:

Presenter's Attire:

Date for Receipt of Master Handout:

Name and Title of Introducer:

*For his presentation, Mr. Kushner will need to be provided with the following:*

*LCD or DLP Projector*

*Screen*

*Wireless Lavalier Microphone*

**LOGISTICAL INFORMATION**

**Event Site:**

Name:  
Address:  
Phone:  
Fax:  
Distance from Airport:

**Presentation Room:**

**Hotel Information:**

Name:  
Address:  
Phone:  
Fax:  
Reservation Confirmation Number:

*If you would prefer for Mr Kushner to make his own hotel reservations, please inform us as soon as possible. Mr. Kushner's specific arrival and departure itinerary will be provided to you as soon as it is confirmed.*

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**ADDITIONAL INFORMATION:**