



Barbara Glanz, CSP
speaker · author · consultant

Spreading Contagious Enthusiasm™

PRESENTATION DETAILS CHECK LIST

Sponsoring Organization:

Program Title:

Date:

Time:

Location:

Est. Attendance:

PLEASE SUPPLY THE FOLLOWING AS CHECKED:

- ☒ Screen ☐ **Cordless** Remote Control
- ☒ LCD Projection Equipment to support Power Point
- ☒ I will bring my Macbook Pro laptop computer with cordless remote
- ☒ Clip-on **Cordless** lavalier microphone (if possible) or Hand Held Cordless Microphone
- ☐ Easels and FC Pads
- ☒ Small Table at Front of Room for resources ☐ DVD Player
- ☒ Two 8 Foot Display Tables at Back of Room for speaker products if agreeable

OTHER INFORMATION YOU MAY NEED FROM BARBARA GLANZ

For Accounting: EIN# 36-4013765

Bio: ☐ Enclosed ☐ Sent Previously

Photo: ☐ Enclosed ☐ Sent Previously ☐ Call if needed

Program Promotional Copy: ☐ Enclosed ☐ Sent Previously

Handout Materials: ☐ Barbara will provide (expensed @ \$3 each plus shipping)
☐ Master(s) Attached - **Please duplicate for all attendees**
☐ Will send at a later date

Introduction: ☐ Enclosed ☐ Sent Previously

Barbara Glanz Communications, Inc.
941-312-9169, Fax 941-349-8209
Email: bglanz@barbaraglanz.com

6140 Midnight Pass Road #802
Sarasota, FL 34242
Website: www.barbaraglanz.com



Barbara Glanz Communications, Inc. 6140 Midnight Pass Road, # 802, Sarasota, Florida 34242
Phone 941.312.9169 Fax 941.349.8209 Website www.barbaraglanz.com Email bglanz@barbaraglanz.com