

Eliot Marshall's Logistics Checklist

Eliot wants to ensure you Experience Excellence...

Nothing is more important to the Talent Concierge® (TC) agency and Eliot than helping you produce excellence. We are your partner, and since 2006, working with international brands, ensuring nothing less than excellence at showtime.

This is a checklist of information we will need from you.

- Send us any information such as industry magazines, company history, recent newsletters, or product brochures that will increase Eliot's understanding of your company, its products, people, and challenges.
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- Send us a copy of the program that will be used for this event.

We appreciate your help; please us directly if you have any questions.

Introduction

Please click [here](#) to introduce Eliot. If you have some personal comments you would like to add if you have heard Eliot speak before, just let us know.

Podium/Lectern

Eliot does not speak from a lectern – with his high energy and audience participation, a clear stage is a must. Eliot's high energy will keep him moving from one side of the stage to the other. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during his presentation.

Platform

With groups of 200 or more, Eliot is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy his presentation. Please have steps placed in the front or sides, if possible. Eliot asks that security measures such as roping be set up at the back of the stage so that people cannot accidentally fall off.

Microphone

Eliot prefers a headset microphone. Giving him freedom of movement. He enjoys being able to move around freely so she can interact personally with your group.

Audio/Visual Aids

Your A/V staff will be happy to learn that Eliot uses no visual aids or boring PowerPoint presentations. Please remove any equipment and/or screens from the area, if possible.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Eliot will be responsible for making his own travel arrangements, non-refundable (non-stop, when possible) coach fare, and round-trip from Denver, Colorado.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Eliot with a confirmation number and telephone number. You may also include this information in the pre-program questionnaire.

Payment of Fee

Per the agreement, please remember that the entire fee is due 10-days prior to the engagement. An invoice (with the exception of jobs through a speakers' bureau), including travel expenses and per diem, will be mailed prior to the engagement.

Please remember: Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT unless otherwise agreed to.

Once you've taken care of each of these items, you can be assured that everything will run smoothly - now YOU can relax and let us do the rest!

Questions? Please feel free to call Talent Concierge® directly at 570.906.4395 or email hello@talentconcierge.co. We are always happy to help!