

SHORT PRE “GIG” FORM
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Laugh and Learn Productions

Just the Facts! Please give us the basics, and we’ll talk in more detail by phone. All information given will remain confidential.

WHO?

Organization name: _____

Type of business (i.e. technology, government, manufacturing, etc.):

Estimated number of meeting attendees: _____

Who’s in the audience? (i.e. senior management, line staff, sales people, customer service, others):

WHAT?

Type of Event (conference, business meeting, association meeting, retreat, other):

WHERE?

Meeting Facility Location: _____

City: _____ State: _____

WHY?

Purpose of the Meeting: _____

WHEN?

Meeting Date(s): _____

My Presentation Date(s): _____ and Time(s): _____

Now let's talk about you!

Contact Name: _____

When is the best time to contact you? _____

What is your time zone? _____

Phone: _____

Fax: _____

Email: _____

Please fax this form to us at:
Laugh and Learn Productions
Phone: (303)-369-8277
Fax (303)-369-1018

**We will get back to you promptly.
Thank you!**