



TARGET MANAGEMENT SERVICES LLC

Pre-Program Questionnaire

Fax back to 760.947.8579 or E-mail to TMS05@verizon.net
Victorville, CA 92392 Ph# 760.947.3746 Cell# 760.486.9125
www.davidselley.net

EVENT: _____ LOCATION: _____

Event Begins: ___/___/___ Event Ends: ___/___/___ Total Attendees: # _____

ORGANIZATION: _____ Website: _____

CONTACT: _____ PH#: (_____) _____ FAX#: (_____) _____

Cell# (_____) _____ Email: _____

ADDRESS: _____ CITY _____ ST: _____ ZIP: _____

Accommodations: ___ Yes, we will arrange hotel reservations for David to check in ___/___ **check out** ___/___

Hotel: _____

Address: _____ City: _____ Zip: _____

Ph#: (_____) _____ Fax#: (_____) _____

___ No, hotel accommodations will not be made for David

Ground transportation will be taken care of by David or as follows: _____

Please Verify You Have Received The Following:

Comments:

AV/Room Setup Form ?	Yes / No	_____
David's Introduction?	Yes / No	_____
David's Bio?	Yes / No	_____
Program Description	Yes / No	_____
David's Photo?	Yes / No	_____

Please Mail The Following Items:

- ✓ Meeting Event Brochure, Agenda, Program, Flyer, Booklet and/or Invitation
- ✓ Organizational Chart/Board of Directors List
- ✓ Magazine/Newsletter/Articles/Flyers **–Put us on your mailing list**
- ✓ Key Product Brochures/Advertisements/etc
- ✓ Organization New Membership Kit
- ✓ Informative Articles
- ___ Mission Statement/Vision/Values/Goals
- ___ Awards/Recognition's/Achievements



DAVID SELLEY

TARGET MANAGEMENT SERVICES LLC

PROGRAM INFORMATION

Prgm #	DATE	PROGRAM	START TIME	END TIME	# OF ATTENDEES	HANDOUT MASTER DUE BY:	DAVID TO BRING HANDOUTS:
#1							YES (#____) / NO
#2							YES (#____) / NO
#3							YES (#____) / NO
#4							YES (#____) / NO

What program Mix do you want from David's Presentation/programs?			What program Mix do you want from David's Presentation/programs?	
Program #	% "How-To" or "Nuts & Bolts"	% Motivational, Entertaining & Fun	Before	After
#1	_____ %	_____ %		
#2	_____ %	_____ %		
#3	_____ %	_____ %		
#4	_____ %	_____ %		

AUDIENCE:

_____ Average Age	_____ % Male	_____ % Female
_____ % Business Owners	_____ % Associates/Suppliers	_____ % Spouses
_____ % Sr Execs., V.P., Division Mgrs	_____ % Sales/Mktg/Estimators	_____ % Accounting/Admin.
_____ % Managers/Project Managers	_____ % Supt./Foreman	_____ % Field or Shop Personnel
_____ % Other: _____		

Typical or specific job titles:

Any special guests or people at this meeting:

Meeting Theme or Purpose:



DAVID SELLEY
TARGET MANAGEMENT SERVICES LLC
PROGRAM CUSTOMIZATION INFORMATION

1. **What are YOUR specific Objectives/Benefits/Results desired for my Presentations?**
2. **What do you want the participants to Learn?**
3. **What do you want the Participants to Feel, Do or Act On when they leave my programs?**
4. **What are some common Problems, Challenges or Fears the attendees are experiencing?**
5. **What are the Needs or Improvement Areas of your participants?**
6. **Any Special Jargon or Terminology I should be aware of?**
7. **Are there any issues or topics that should be Avoided?**
8. **People in audience, Milestones or Events to recognize?**
9. **Anything else that will help me make my program exactly what you want?**
10. **Unique, funny or entertaining ideas, events, people, happenings or suggestions?**
11. **Other Comments/Suggestions/Requests/Ideas:**



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TARGET MANAGEMENT SERVICES LLC
EVENT SETUP GUIDELINES

**While exception can be made when necessary,
generally the following apply:**

- 1. Projection Screen** - Centered or set to the audience's right side, angled toward the center of the room. At least 8' wide (10' for the larger audiences), raised to the maximum height, with no lighting directly above the screen.
- 2. Stand** - An A V stand set 20' to 25' from, and angled toward the projection screen .
- 3. Electricity** - A multiple outlet strip at the base of the stand.
- 4. Sound** - A wireless lavalier microphone is necessary for audiences larger than forty.
- 5. Seating** - The first row of seats should begin several feet beyond A V stand . This allows me to enter the audience and minimizes the risk of a student tripping over A V equipment !
- 6. Computer Projection** - A computer projection capable of displaying at no less than 750 lumens and VGA resolution (800 x 600).



DAVID SELLEY
TARGET MANAGEMENT SERVICES LLC
THE PROGRAM AGREEMENT

Host:
Name:
Address:
Speaker: David H. Selley for Target Management Services, LLC
 12404 Santiago Dr., Victorville CA 92392

Event:
Title and dates of Events:
Event Location:

Speaker Fees:
 Host agrees to pay Target Management Services LLC the Fee of \$_____ for Presentation(s) at the Host's Event, 50% of which is due upon execution of this contract. I would prefer to use a credit card to hold this engagement.
 Credit Card# _____ Exp Date: _____ Name: _____

Programs Presented by Speaker:

Title:	Times:
Title:	Times:
Title:	Times:

Expenses: Option 1

In addition to the Speaker Fee, Host shall be responsible for:

- Travel** Full coach round-trip airfare plus ground transportation to and from the event, and/or mileage per current IRS rate for travel and/or other travel fees such as parking and tolls.
- Expense** \$42 for meals each day Speaker is scheduled, as well as for travel days. Host will arrange, and pay for lodging expenses directly.

Expenses: Option 2

Flat fee to be decided before engagement is confirmed

Payment:

Host agrees to pay Speaker fees within fourteen days of the event for expenses, upon receiving a written invoice for appropriate expenses.

Facilities:

Host agrees to provide appropriate facilities for the presentation of the Event and will arrange to have the room set up in a manner consistent with the Speaker's requirements, which can be reviewed at www.Davidselley.com

Other Terms:

It is agreed that the Speaker's Program may not be recorded for distribution by any electronic means without the express written consent of the Speaker.

Cancellation:

If the Event is canceled by Host it is agreed that Speaker will be paid fifty-percent (50%) of the Speaker fee and reimbursed for any travel or accommodation expenses paid by Speaker in preparation for the Event.

_____/_____ Host - Authorized Representative	_____/_____ Date	_____/_____ Speaker	_____/_____ Date
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DAVID SELLEY
TARGET MANAGEMENT SERVICES LLC
FEE SCHEDULE

Fee's good for programs before _____

DAVID SELLEY



Keynotes up to 1 hour.....	\$2500
up to 2 hours.....	\$3500
1/2 day seminar.....	\$3500
Full day seminar.....	\$4000

Additional Programs Available
Same day - Same event

Master of Ceremonies.....	\$500
Panel Participation.....	\$500
Facilitation Session.....	\$500

Items for Education Materials Budget:

Make a Lasting positive impact on the lives and success
of your group with these learning tools

Customization : Based on consulting time for research

@\$_____per hour.....\$_____

Educational packages available for each topics. See Topic Content sheets.

#pkgs required__ Retail per pkg. Total.....\$_____

Articles for Client publication: Set of 12

Generic \$300 ea. Customized \$500 ea....._____

Client shipping account # _____

Educational material fees due upon shipment

Recording Rights & Licensing.....\$_____