

PROSPECTIVE CLIENT INFORMATION

Contact Name: Company:
Contact Phone: Contact E-Mail:
Preferred Contact Method: Phone E-Mail

EVENT INFORMATION

Please be as specific as possible in describing your event needs below.

Event:
Location:
Dates and Hours (including any on-site preparation/wrap up, evening receptions, and booth hours):

Why are you considering When I Need Help?

What are your specific goals for this event?

“Needs” Goal –

“Wants” Goal –

Preferred attire:

Business Professional Business Casual Casual

Theme/Other:

By which method(s) will training be completed?

In-Person, Your Office In-Person, Event City Webinar

Conference Call(s) Other

Time required to complete training:

OTHER NEEDS

General Pre-Show Advice General Post-Show Advice
Preparations Schedule Follow Up Planning
Literature Design Editing Evaluation of On-Site Practices

Something Else:

FUTURE PLANNING

At which other events will you be exhibiting (in the next 12 months)?

Additional comments:

***Thank you for considering When I Need Help for your event needs!
You will receive a response within 24-48 hours – for more immediate needs, please call (614) 657-7412.***