



Event Rider

Thank you for booking JJ Birden. Here are some items that will help in the exchange of information.

1. Client Questionnaire: <http://jjbirden.com/>

To ensure the highest quality presentation, please complete the Client Questionnaire and return it to: raina@jjbirden.com

2. Conference Call

A 30-minute call is used by JJ to gain more in-depth information about your group, your expectations, and your goals for the event. Please return the completed Client Questionnaire to our office at least one day prior to the scheduled call.

3. PowerPoint Presentation

- What is your PPT ratio? 4:3 or 16:9 (This can be noted on the Questionnaire.)
- Please send a conference-themed PPT template for JJ's title slide to raina@jjbirden.com

4. Audio/Visual Requirements

- Wireless lavalier microphone and professional PA system.
- Laptop, projector, wireless slide advancer and screen for PPT presentation.
- AV check • Bottled Water

5. Hotel Accommodations

Please reserve a room for JJ. When booking hotel accommodations, please confirm hotel has a fitness room, in addition please notify the hotel that JJ's lodging and meals are to be charged to your master account. JJ kindly requests a non-smoking room with a king-size bed. Please forward the hotel confirmation number to: raina@jjbirden.com

6. Flights

Our office will book JJ's flights and forward the itinerary to you.

7. Ground Transportation - Car Service

When you receive JJ's flight itinerary from our office, please make arrangements for car service to and from the airport. Please send the details to: raina@jjbirden.com

8. Additional Resources

JJ's Client Questionnaire, Introduction, Bio, Photos, etc., can be found on the Meeting Planner page of our website.