



SEMINAR & SPEAKING REQUIREMENTS

Speaking Requirements for **JULIET JORDAN**

EVENT:

DATE:

ROOM SIZE

small

med

large

ROOM SET UP

1 lapel microphone & spare battery

2 flip chart stands each with 15 sheets of paper & 2 pens

1 portable CD and tape player

2 small tables (for props)

1 overhead projector

1 data projector -Toshiba laptop

1 extension cord



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- 1 pitcher & glass of water

Thank you for passing this information directly on to the **person in charge** of the SPEAKING ARRANGEMENTS and VENUE PREPARATION.

For this Event we ask you to **please confirm** with our office that you can provide the following:

### **JULIET JORDAN**

Keynote Speaker and Educator

[Your Speaker.com](http://www.yourspeaker.com)

P.O. Box 179, Crows Nest, NSW 2065, Australia

Tel : (61 2) 9957-4208 Fax: (61 2) 9959-5574

Mobile : 0438-583-334

Email: [admin@yourspeaker.com](mailto:admin@yourspeaker.com)

**Thank you very much for your help.**

If you need to contact our office or Juliet Jordan directly,  
please use the contact information supplied ABOVE.



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