

BOOK TITLE:

AUTHOR:

EVENT LOCATION:

DATE QUERIED:

DATE CONFIRMED:

EVENT DATE:

START TIME:

END TIME:

PROJECTED ATTENDANCE:

ROOM CAPACITY:

Site visit for planning purposes	
Season/climate concerns (if outside)	
Room and location in building confirmed	
Keys/codes needed	
Technical equipment for event reserved	
Furniture for event reserved	
Photography	
Videography	
Program needed during event?	
Presentation	
Activities	
Assistance Required/Wanted	
Raffle	
Script for event	
Activities for engagement	
Marketing/Promotion	
Poster for event promotion	
Media Kit & press release for Book	
List of local media/bloggers to engage	