

# SPEAKING REQUIREMENTS & EVENT LOGISTICS



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— STRATEGY. TALENT. RESULTS. —



Guidance for organizations planning to book Dr. Elizabeth Pinnock Chambers, LLC for speaking engagements, lectures, workshops, and executive presentations.

## Introduction

Thank you for your interest in booking Dr. Elizabeth Pinnock Chambers, LLC. This document is intended to help event organizers, institutions, businesses, and conference hosts plan a well-coordinated experience from inquiry through event day. It outlines the core presentation, venue, technical, branding, and travel expectations that support a professional, engaging, and high-quality event.

Whether the engagement is a keynote address, workshop, panel discussion, university lecture, leadership session, or customized presentation, these guidelines are designed to streamline planning, reduce avoidable logistical issues, and ensure the audience experience reflects the caliber of the program. Early coordination on these items allows both the host organization and Dr. Pinnock Chambers' team to align on format, timing, setup, and support needs.

## Booking Overview

Organizations requesting a speaking engagement should submit the booking form with complete event details, including the requested date, location, audience type, event format, and any known presentation goals or themes.

After the request is reviewed, follow-up may include scheduling coordination, topic confirmation, format alignment, timing discussion, and logistical clarification. Event organizers are also encouraged to review this document alongside the booking form so planning expectations are clear from the outset.

Final engagement details should be confirmed in advance, including agenda placement, session length, AV readiness, arrival timeline, host contact information, and any pre-event materials or special instructions.

## Travel & Accommodations Requirements

Requirement	Planning Note
Round-trip airfare, if applicable	Required for engagements involving air travel unless otherwise arranged.
Hotel accommodations	Should be confirmed in advance for overnight or multi-day events.
Ground transportation	Includes airport transfers and local event transportation where needed.
Per diem or meal coverage, if applicable	Should be addressed in advance when travel and event timing require meal support.

## Stage & Presentation Setup Requirements

Requirement	Planning Note
Podium or stage area with clear visibility	Provide a clear focal point so the speaker remains visible to the full audience.
Wireless microphone	Supports mobility, cleaner delivery, and consistent sound quality.
Projection screen and/or LED display	Ensures presentation materials are visible and professionally displayed.
On-site AV support	Helps address sound, display, and technical issues quickly if needed.
Appropriate lighting	Maintains audience visibility, presentation quality, and photo/video readiness.

## Room Setup & Ambience Requirements

Requirement	Planning Note
Professional seating arrangement	The room should match the event format and support audience comfort and attention.
Quiet, distraction-free environment	Minimizes interruptions and helps maintain engagement throughout the session.
Comfortable room temperature	Supports audience attentiveness and overall event quality.
Clear sightlines for all attendees	Allows participants to see the speaker and presentation materials without obstruction.

## Event & Table Setup Requirements

Requirement	Planning Note
<b>Registration or welcome table, if applicable</b>	Creates an organized check-in experience and supports event flow.
<b>Branded materials or agenda at seating, if applicable</b>	Reinforces professionalism and keeps attendees oriented.
<b>Space for resource materials or handouts</b>	Provides room for educational materials, tools, or post-session takeaways.
<b>Reserved area for speaker/team</b>	Allows time for preparation, setup, and final coordination before the session.

## Branding & Engagement Requirements

Requirement	Planning Note
<b>Event signage or branded backdrop</b>	Creates visual consistency and supports event photography and branding.
<b>Designated photo/networking area</b>	Encourages guest interaction and extends the value of the event beyond the presentation.
<b>Opportunity for audience interaction, such as Q&amp;A or engagement segment</b>	Creates a more meaningful experience and allows the content to connect with the audience's needs.

## Recommended Final Coordination Items

- Confirm the event date, venue address, host point of contact, and arrival timeline.
- Confirm the exact session title, topic focus, format, and allotted speaking time.
- Confirm AV readiness, internet access if needed, and presentation file handling.
- Confirm whether books, handouts, signage, photography, or post-session networking are expected.
- Confirm travel itinerary, lodging, local transportation, and meal arrangements where applicable.

## Questions & Booking Support

**For questions regarding scheduling, speaking requirements, presentation logistics, or booking coordination, please contact:**

Email: [forms@drepcllc.com](mailto:forms@drepcllc.com)

Website: [www.drepcllc.com](http://www.drepcllc.com)

Please include your organization name, event date, event location, and the type of engagement requested when reaching out.

Note: Requirements may be adjusted based on the format, location, and scope of the engagement. Any event-specific changes should be confirmed in advance during booking coordination.