

Bill Gormont - Logistical Information Upon Arrival

The following information will greatly assist Bill as he arrives at your meeting location. Please provide the following information to Bill Gormont's office, a minimum of 4 weeks in advance of the meeting date. Thank you for your cooperation with this!

- 1) Name of person completing this form: _____
Telephone: _____; Email: _____

- 2) Airport Bill will be flying into: _____
City: _____ State: _____

- 3) How will Bill be transported from the airport to the hotel?
 Limo Taxi Rental Car Other) _____

- 4) Time / Distance from the airport to the hotel: _____ hr. / _____ mi.

- 5) Hotel where Bill will be staying: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Phone number: _____

- 6) How will Bill be transported from the hotel to the meeting site?
 Limo Taxi Rental Car Other) _____

- 7) Time / Distance from the hotel to the meeting site: _____ hr. / _____ mi.

- 8) Name of Meeting Site: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Phone number: _____

- 9) How will Bill be transported from the meeting site to the airport?
 Limo Taxi Rental Car Other) _____

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10) Time / Distance from the meeting site to the airport: _____ hr. / _____ mi.

11) Will the hotel room be billed to your master account? Yes / No

If Yes, what is the hotel reservation confirmation number: _____

12) Name of individual Bill should contact upon arrival: _____

Telephone: (Office: _____ / Cell: _____ / Home: _____)

11. Name of an Emergency Contact? _____

Telephone: (Office: _____ / Cell: _____ / Home: _____)

12. What is the appropriate attire for Bill when he presents his program(s)?

END