



Event Rider

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

1. Client Questionnaire: [Resource Page](#)

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

2. Conference Call

A 30 - minute call is utilized by Bo to gain more clarity and in - dept information about your group, your expectation, and your goals for the event. Please return the completed Client Questionnaire to our office at least two days prior to the scheduled call.

3. PowerPoint Presentation

- What is your PPT ratio? 4:3 or 16:9
- Please send a conference -themed PPT template for Bo's title slide to bo@hairstonco.com

4. Audio/Visual Requirements

- AV Check
- Bottled Water
- Laptop, projector, screen for PPT presentation, and wireless slide advancer
- Bo will bring a USB drive containing his presentation and related materials.
- Wireless, clip on microphone.

5. Flight

Our office will book Bo's flight and forward the itinerary to you.

6. Hotel Accommodations

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

7. Ground Transportation Car Services

When you receive Bo's flight itinerary from our office, please make arrangements for a car service to and from the airport. Please send all details to: info@hairstonco.com

8. Additional Resources

Bo's Client Questionnaire, Bio, Photos, Introduction, etc. can be found on the Resources page on our website.

9. Financial Information

We require that a 50% fee deposit be paid via Check or Paypal in order to secure your event and ensure that the date is firmly held. The remaining balance can be paid a week prior to the event. A contract requiring signature will be sent within 24 hours upon agreement of the speaker's fee to finalize the arrangements.