



# OLIVIAMCIVOR

Improving the Quality of Life & Work

## Program Information

Number of Attendees Expected \_\_\_\_\_

Demographics of Audience: (Professional Level and Age Demographics please)

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Please identify the four biggest challenges the people in the audience are facing today and why.

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What is the most important objective of this meeting or conference?

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What major objective would you like your organization to achieve in the next 12 months?

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List three hurdles you face in reaching these objectives.

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Please provide the Names and Titles of People in your organization Olivia Mclvor could interview prior to the presentation in order to customize program in more detail.

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Who will be introducing Ms. Mclvor?

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What will precede Olivia's program?

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What will follow Olivia's program?

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To help us learn about your organization and event please send any information to us that you think would be valuable. These materials increase the speaker's knowledge of your organizations challenges, goals and objectives and thus, her effectiveness during her presentation. Ms. Mclvor will customize the presentation to you!

**WE APPRECIATE THE TIME YOU HAVE TAKEN TO COMPLETE THIS FORM.**



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## Brochure/Handout Information

Are you printing a Brochure for this event?  Y  N

What size is it, and what do you need for it? \_\_\_\_\_

Do you require a Biography and a 5x7 Black and White Photo?  Y  N

Brief program description for brochure?  Y  N

Approximate Number of Participants in this session: \_\_\_\_\_

Exact Title of Program for Workbook/Handout Cover  
\_\_\_\_\_

E-mail address to send handouts to:  
\_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

TITLE: \_\_\_\_\_



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## Book Sale Permission

We want to ensure that people hearing Olivia McIvor's message and expertise also have access to her resources. However we do not want to assume that selling books on site is allowed.

Please complete this form so that we know that it is permitted for Olivia McIvor to sell books at your event.

\_\_\_\_\_ We would like to purchase books directly for our attendees

\_\_\_\_\_ Yes, Olivia McIvor can sell books on site

\_\_\_\_\_ We could supply a volunteer to assist Ms. McIvor in book sales

\_\_\_\_\_ We are having a bookstore on site for attendees, please call us about purchasing books for resale

\_\_\_\_\_ No, we would prefer if Ms. McIvor did not sell books at this event

**Person completing form** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**Date** \_\_\_\_\_

If you have any questions, please do not hesitate to call our office at 604-913-0649.