

ATHLETE PRESENTER BOOKING FORM

The concept behind the Athlete Presenter Booking Form is to ensure both athletes and organizations are aware of roles, responsibilities and expectations when utilizing athletes as presenters at events. Use the booking form to ensure you get the best out of your athlete presenter.

General Information

Name of Event:			
Date and Time:			
Time Athlete Needs to Arrive:		Expected Time Athlete can Leave:	
Location:			
Who is the Audience:		Number of People Attending	

Specific Information

What is the event background?			
What you would like the athlete presentation to cover?			
What is the intended theme of the athlete presentation?			
What is the expected duration of the athlete presentation?			
What type of venue will the athlete will present in?			
What type of audiovisual/sound equipment is available?			
What sponsor and/or media will be involved in the event?			
What is the appropriate dress for the presentation?			
Is there an honorarium or travel reimbursement involved?			
Appropriate contact person for the athlete is:		Email:	
		Phone:	
Any other relevant information:			

If you have any questions regarding this form or about using Athlete Presenters, please contact BC Athlete Voice at info@bcathletevoice.ca or on 604-333-3660.