



Keith Wyche - Frequently Asked Questions

Thank you again for selecting Keith R. Wyche to address your audience. Below you will find the answers to many frequently asked questions. Keith will tailor his presentation for your audience and conference objectives.

- 1. Contact Information:** Keith's Business Manager, Michele Lucia with ADL Speaker Management, LLC handles invoicing and general information. You may contact Michele at:

Michele Lucia
ADL Speaker Management, LLC
74 Calle Marbella
Pensacola Beach, FL 32561
Ph: 214-543-0844
mlucia@ADLSpeakers.com

Jamie Estes, Logistics Coordinator with ADL Speaker Management, LLC handles all of Keith's logistics. You may contact her at:

Jamie Estes
Ph: 214-289-8318
jamie@ADLSpeakers.com

- 2. Promotional Support:** We are happy to email you Keith's bio and a photo that can be used for promotional activities or you may access this information on his website www.keithwyche.com under the Media tab.

When promoting Keith for your event, please refer to him as: Keith R. Wyche

- 3. Introduction:** An introduction for Keith will be provided one week prior to the event.
- 4. Audio-Visuals:** Keith requires a wireless lavalier microphone, LCD projector, screen and laptop. He will send his presentation ahead of time to be loaded on the laptop.

5. **Handouts:** If applicable, approximately one week prior to the talk we will provide you with an electronic version of Keith's one-page handout for reproduction and distribution. If you need it earlier, please advise us as quickly as possible. Handouts should be printed on 8½" X 11", 28 lb paper.
6. **Resources:** Keith's products (*Good is Not Enough* or *Corner Office Rules*) make nice gifts for the attendees. Discounts are available on pre-purchases of 25 or more. Keith is happy to sign books following his talk. A six foot draped table and one volunteer is needed in the back of the room to allow Keith to autograph books if sold after the presentation.
7. **Air Arrangements:** We are accustomed to handling Keith's air arrangements and typically make flight arrangements one month prior to the event. If you want to make these arrangements please advise immediately.
8. **Accommodations:** We ask that you make Keith's hotel reservation at the hotel where he will speak or at one very close by. Keith prefers a non-smoking, king size bed for business travelers. Once you have made the reservation please send us a confirmation.
9. **Airport Transfers:** Upon receipt of Keith's travel itinerary we ask that you arrange his local ground transfers.
10. **Dress:** Keith wears a suit and tie when he speaks. If you would prefer him to dress otherwise please advise us. If you will be taping Keith or displaying him on screen while he speaks, please let us know the stage background. Keith will want to wear a contrasting color.
11. **Videotaping:** Videotaping is not permitted without prior approval.