

# Author Event Logistics Questionnaire

## Event Details

Event Name

Event Date

Event Time

Event Location

Event Type

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## Contact Information

Organizer Name

Email

Phone

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## Event Logistics

Author Arrival Time

Parking/Transportation Details

Expected Audience Size

A/V Requirements

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**Book Sales & Signing**

Will books be sold at the event?

Book Signing Details

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**Additional Information**

Anything else the author should know?