

GLORIA PETERSEN

Seminars & Training

Elevate Your Presence, Skills, and Mindset

Event Planning & Proposal Request WORKSHEET

Submit completed form to:

✉ gloria@gloriapetersen.com

🌐 Or fill out the contact form at GloriaPetersen.com

Let's create a custom seminar or training experience that fits your goals and audience.

CONTACT INFORMATION

- Name: _____
 - Title/Role: _____
 - Company/Organization: _____
 - Email: _____
 - Phone Number: _____
 - Website: _____
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EVENT DETAILS

- **Event Title or Theme:** _____
 - **Event Date(s):** _____
 - **Alternate Date(s):** _____
 - **Start/End Time:** _____
 - **Venue Name & Address (or Virtual Platform):** _____
 - **Expected Number of Attendees:** _____
 - **Audience Profile:** (Check all that apply)
 - Executives
 - Managers/Supervisors
 - Young Professionals
 - Students
 - Industry-specific (please specify): _____
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PRESENTATION PREFERENCES

- **Type of Program:**
 - Keynote
 - Seminar
 - Workshop
 - Panel Participation
 - Dining Etiquette Tutorial
 - Custom Program
- **Preferred Presentation Format:**
 - In-Person

- Virtual
- Hybrid
- **Session Length:**
 - 30 minutes
 - 60 minutes
 - Half-day
 - Full-day
 - Multi-day

TOPIC INTERESTS *(Check all that apply)*

- Executive Presence
- Professional Image & Etiquette
- Social Intelligence & Networking
- Business Dining Protocol
- Interview Readiness
- Global Protocol & Cultural Awareness
- Other: _____

LOGISTICAL PREFERENCES

- **Handouts Required:** Yes No
- **Audio/Visual Available:** Yes No
- **Will Meals Be Included (for etiquette programs)?** Yes No
- **Will the program be recorded?** Yes No (If yes, approval required)
- **Preferred Attire for Speaker:** Business Business Casual Formal

- **Other Notes/Requests:**



SPONSORSHIP / PROMOTIONAL SUPPORT

- Would you like Gloria to spotlight your organization or sponsor in promotional materials (e.g., newsletters, social media)?
 Yes No
- Will you be providing a sponsor logo or link?
 Yes (attach file/link) No



NEXT STEPS

- Please send me a preliminary proposal.
- Let's schedule a discovery call.
- I'm ready for a final proposal with investment menu and logistics.

Preferred Follow-Up Method:

- Email
- Phone Call
- Zoom/Virtual Meeting



Anything else we should know?
