



Nick Sarillo - Frequently Asked Questions

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

- 1. Contact Information:** Nick's Business Manager, Michele Lucia with ADL Speaker Management, LLC handles contracting, 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 or michele@nicksarillo.com

Nancy Winkler, Logistics Coordinator with ADL Speaker Management, LLC handles all of Caroline's logistics. Her normal office hours are 9AM – 1PM. You may contact her at:

Nancy Winkler
Ph: 214-289-8318
nancy@ADLSpeakers.com

- 2. Promotional Support:** Nick and his team want to support your marketing efforts for your event and his presentation. We are happy to email you Nick's bio and a jpg photo that can be used in your marketing activities. Let us support your social media efforts by providing us with your event website, Facebook name, Twitter hash tag, etc. Other possible ways we can help include video and articles. Know we want to help.
- 3. Introduction:** An introduction for Nick is sent one week prior to the event.
- 4. Room Set Up:** For workshops, Nick prefers the room be set up in crescent rounds with six people per table. A small table or podium for materials should be easily accessible. A six-foot draped table is needed in the back of the room if books are sold after the presentation.
- 5. Audio-Visuals:** Nick will need a wireless lavalier microphone and a LCD projector hooked into the house sound system, and screen. For his breakout sessions / workshops he will need the above and a flip chart.
 - Microphone should have fresh batteries and a back-up microphone should be available.
 - LCD projector should have an extra bulb on hand.

– If a client-created PowerPoint template is required, it needs to be provided 30 days prior to the presentation date

6. **Handouts:** If being used, approximately one week prior to the talk we will provide you with an electronic version of the handout for reproduction and distribution. If you need it earlier, please advise us as quickly as possible.
7. **Resources:** Nick's book, *A Slice of the Pie – How to Build a Big Little Business*, makes a nice gift for the attendees and ensures added learning. Discounts are available on pre-purchases of 25 or more. Nick is happy to sign books following his talk.

If resources are to be sold on-site, a six foot draped table and one volunteer are needed in the back of the room. This is to support sales and allow Nick to autograph books.
8. **Air Arrangements:** We are accustomed to handling Nick's air arrangements and typically make flight arrangements one month prior to the event. If you want to make these arrangements please advise immediately.
9. **Accommodations:** We ask that you make and pre-pay Nick's hotel reservation at the hotel where he will speak or at one very close by. Nick prefers a non-smoking, king size bed for business travelers. Once you have made the reservation please send us a confirmation.
10. **Airport Transfers:** Upon receipt of Nick's travel itinerary we ask that you arrange his local ground transfers.
11. **Dress:** Nick typically dresses business casual when he speaks. If you would prefer him to dress otherwise please advise us. If you will be taping Nick or displaying him on screen while he speaks, please let us know the stage background colors. Nick will want to wear a contrasting color.
12. **Videotaping:** Videotaping will be permitted for archival purposes only with the condition that Nick gives express written permission PRIOR to the taping and receives a copy of the tape within 30 days after the engagement. Under NO circumstances may videos be sold or shown to audiences without express written permission of Nick Sarillo, which is not accessible to the general public that renders it "Confidential Information".