

## PLANNING FOR THE EVENT

The unique nature of Monte's presentations (keynote, staff development, concert, school assembly, etc) will require some special planning to create an optimal experience for participants. Please call Monte's cell phone at (620) 340-7944 to brainstorm, plan, and complete the form. Email information to Monte at monte@monteselby.com

## LOGISTICS

Contact Person(s): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event(s): \_\_\_\_\_

Name of Organization or School: \_\_\_\_\_

Event site and address (street, city, state, zip): \_\_\_\_\_

\_\_\_\_\_

## TRAVEL ARRANGEMENTS

The Recommended Airport is: \_\_\_\_\_

Suggested Ground Transportation: (please check one)

\_\_\_\_\_ rental car \_\_\_\_\_ hotel shuttle \_\_\_\_\_ taxi or limo \_\_\_\_\_ local driver

Hotel booked by? \_\_\_\_\_ Monte \_\_\_\_\_ contact person. Confirm # \_\_\_\_\_

Hotel \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

## PRODUCT \*(all products are listed and described on following page)

Monte will be happy to schedule a time/location to autograph books and CDs.

\_\_\_ We would like for Monte to bring copies of his books / CDs and handle sales.

\_\_\_ We would like to purchase Monte's books and CDs in advance. We will sell them to make a profit for our organization.

\_\_\_ We would like to buy a book or CD for all participants at a discounted rate.

\_\_\_ We want Monte to bring door prizes for our event.

## PRESENTATION

Topic/Title/Theme/Goal of Presentation: \_\_\_\_\_

\_\_\_\_\_ Keynote \_\_\_\_\_ Workshop \_\_\_\_\_ Assembly \_\_\_\_\_ Concert

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Approximate # of audience participants: \_\_\_\_\_ Audience will include:

\_\_\_ Teachers \_\_\_ Admin \_\_\_ Students \_\_\_ Parents & \_\_\_\_\_

Room set-up (table-chairs/lecture seating/auditorium/gym/classroom/library?)

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\_\_\_ Audio/Visual needs:

\_\_\_ Sound. A quality sound system will greatly enhance the learning experience.

Monte needs a wired microphone on a stand (not wireless). No podium needed. For guitar, he will bring a "direct box" that plugs directly into the sound system.

\_\_\_ Stage needed? \_\_\_ Stage monitor/speaker? \_\_\_ Projector for computer?

\_\_\_ Handouts? \_\_\_ Lighting? \_\_\_ Markers/Paper for student writing/Flip Chart?

\_\_\_ Need help publicizing the event through radio or print media? Need ideas?

\_\_\_ Water available? Thanks!

Special Instructions/Reminders: \_\_\_\_\_

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Please feel free to express ideas and request options that will make it a "best" day.  
Monte will customize each event for the audience, topic, and location.

## MONTE SELBY CDs

Available at: [www.monteselby.com](http://www.monteselby.com)

### CDs for Educators and Parents



*In the Teachers Lounge*  
Includes 13 original songs.

**\$15.00**



*The Very Best of Monte Selby*  
A two CD collection of Monte's 24 most popular songs from his first four acclaimed CDs.

**\$20.00**

### CD for preK - 3rd Kids



*Chit Chat Chase the Cat*  
A compilation CD of favorites for young singers to move and learn.

**\$15.00**

## MONTE SELBY BOOKS

Bulk order prices available



*Bricks & Bridges*  
Bridging the Gap to At-risk Youth. Powerful student and staff strategies and resources.

**\$30.00**



*That's What I Need*  
Six traits of effective writing through songwriting

Book & CD **\$25.00**



*Don't Eat Cactus Cookies*  
Music, movement, & more for early language learners.

Book & CD **\$25.00**



*How Does It Do What It Does?*  
Music, movement & hands-on fun for the young scientist!

Book & CD **\$25.00**



*Because You Teach*  
Innovative staff development.

Book & CD **\$25.00**



*Middle School Matters*  
Engaging classroom activities.

Book & CD **\$25.00**



*Sounds Like the Truth*  
Children's sing-along story.

Book & CD **\$15.00**



*Wiped Out!*  
For those who work with the kid who screams, "Wipe me!"

Book & CD **\$15.00**

Bulk order prices are available.