

**LOGISTICAL INFORMATION – Please fill in and return to [Linda@LindaBrakeall.com](mailto:Linda@LindaBrakeall.com) or by fax to 253-295-3753.**

**A. What is the nearest major airport to the meeting site?**

Distance to meeting site? Miles: \_\_\_\_\_ Time: \_\_\_\_\_

**B. For transportation from the airport to the meeting site would you prefer:**

To have Linda Brakeall met at the airport? - Where? \_\_\_\_\_

By whom? \_\_\_\_\_ Emergency # \_\_\_\_\_

To have Linda Brakeall take a cab? Approximate cost? \_\_\_\_\_

\_\_\_ N/A (Local Meeting) \_\_\_ Hotel Shuttle

Other: \_\_\_\_\_

**C. Exactly where is the meeting?**

**Venue:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Meeting Room:** \_\_\_\_\_

**D. Hotel arranged for Linda Brakeall's stay:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**\*\*\* Confirmation # for Linda Brakeall's non-smoking room reservation:** \_\_\_\_\_

**E. If Linda Brakeall has any problems/emergencies on her way to the program, whom should she contact?**

**Name:** \_\_\_\_\_ **Cell Phone:** (       ) \_\_\_\_\_

**Business Phone:** (       ) \_\_\_\_\_ **Home Phone:** (       ) \_\_\_\_\_

**F. Linda Brakeall typically dresses in business attire. Should you have a special request (i.e. western or luau theme, etc.) please address here:**

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