



## EVENT ESSENTIALS

**Thank you for booking Cathy Costello.** Please review the following event essentials needed to provide you with the highest quality performance.

### 1) Conference Call

This 15-minute call is vital for Cathy to understand in detail your organization, values, expectations, and goals for the event. Please send available times, at least 2 weeks before the event, to [cathycostelloforhope@gmail.com](mailto:cathycostelloforhope@gmail.com).

### 2) Audio/Visual Requirements

- Microphone & professional PA system
- 5-10 min AV check
- Podium
- Bottled water (room temperature)

### 3) Hotel Accommodations

Cathy appreciates accommodations no more than 10 minutes from the event. We request your organization books Cathy's room and informs the hotel that all lodging and meals will be charged to your account. Cathy appreciates a non-smoking room. Please forward confirmation number and booking information to [cathycostelloforhope@gmail.com](mailto:cathycostelloforhope@gmail.com).

### 4) Flights

Contact Rachel Egli at [cathycostelloforhope@gmail.com](mailto:cathycostelloforhope@gmail.com) for flight arrangements.

### 5) Ground Transportation

When you receive Cathy's flight itinerary, please make arrangements for car service and send the details to [cathycostelloforhope@gmail.com](mailto:cathycostelloforhope@gmail.com).

### 6) Additional Items

You will find Cathy's introduction, bio, photos, and other resources on her website under the speaking tab.

[www.cathycostelloforhope.com/speaking](http://www.cathycostelloforhope.com/speaking)

**Cathy Costello for Hope**

"Transforming Tragedy into Hope"

[www.cathycostelloforhope.com](http://www.cathycostelloforhope.com) | [cathycostelloforhope@gmail.com](mailto:cathycostelloforhope@gmail.com)