

Thank You for Booking **Matt Glowacki**

The following is a list of resources
which will help you make our event successful.



THIS PACKET INCLUDES:

1. Booking Questionnaire- Please Fax Back ASAP
2. Matt's Biography and Standard Collegiate Introduction
3. Rider and Room Checklist
4. The Six Tips for Event Success

21332 Nautique Blvd.; Suite #201 • Cornelius, NC 28031
Phone: 704-896-9494 • Toll-Free: 866.328.3762 • Fax: 704-973-0830
Website: www.ColemanProductions.com • Email: Brooke@ColemanProductions.com

*** BOOKING QUESTIONNAIRE ***
MATT GLOWACKI

**Please return this questionnaire along with a preliminary program outline
and any pertinent marketing or event details via fax to 704.973.0830. Thank you!**

1. Name of Organization: _____

Name of Meeting Planner: _____

Telephone: _____ Fax: _____

Email Address: _____ Website: _____

2. Program Date: _____

Program Start Time: _____

Location (City/State): _____

Program theme and title: _____

Size of Audience: _____ Audience Type: _____

Attire (circle one): College Casual or College Professional

3. In what role are you requesting Matt's services? (Circle one)

Keynote Speaker Workshop Presenter Author Q&A

4. What topic(s) would you like Matt to present on?

5. Are there additional topics that you would be interested in for future engagements?

6. Why did you choose Matt for your program?

7. Given Matt's area of expertise, what thoughts would you like conveyed by him to your audience i.e. main concept, information, "how-to knowledge", etc.? And how do you want the attendees to feel after experiencing Matt?

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***Booking Questionnaire* - continued**

8. How will you evaluate the success of the program Matt conducts?

9. Who else is speaking at this event?

10. What is happening on program before and after Matt speaks?

11. Would you like Matt to participate in any other scheduled functions?

Yes ___ No ___ Time: _____ Location: _____

Event: _____

Attire: (circle one) College Casual College Professional Formal Suit & Tie

Venue Information

1. Hotel or Facility Name & Address:

2. Hotel confirmation #: _____ Site Telephone: _____

3. Name of Meeting Room (or Site if different from hotel): _____

The Event Day Logistical Information

1. a. The starting time of Matt's program(s): _____ (circle one) PM AM

b. How long should Matt's speak: _____ total minutes

2. Name of Matt's on-site contact: _____

3. Name and title of Matt's introducer: _____

4. The audiovisual person is: _____; phone: _____

Travel Information (if applicable)

1. Which airport should we schedule Matt's flight? _____

2. How far is the Campus or Event Location from the airport? _____

MATT GLOWACKI'S BIOGRAPHY

Matt Glowacki was born in 1973 in Janesville, Wisconsin. His birth drew attention because even though he was healthy, he was born without legs. From the very beginning, his parents made sure to provide him with every opportunity to participate in a normal life. At age three, Matt became involved in community activities and went on to graduate from Craig High School. In his senior year Matt earned the rank of Eagle Scout, served as the Governor of the State of Wisconsin's Key Club District, and managed his own business. He continued his education and community involvement at the University of Wisconsin-Whitewater, graduating with a Bachelor of Arts in Communication degree with an emphasis in Public Relations and a minor in U.S. History.

While attending the university and playing wheelchair basketball, Matt developed and administered a community awareness program entitled, "What It Takes: Cornerstones for Success." Matt brought this program and his messages and competitive wheelchair sports to over 25,000 students across the state.

Matt currently focuses his life in two primary areas. The first is the world of business and community; he was employed for three years as an outside sales account executive for Lucent Technologies. During his tenure at Lucent, Matt was awarded the regional "Master Sales Award" and the "Giving Back to the Community Award." In October of 1999, he left to focus on three of his own businesses: MOGO Wheelchairs, a very successful wheelchair building and sales business; Glow Music, a mobile disc jockey and entertainment service; and Myriad Communications, his speaking and consulting company.

Matt resides in Sun Prairie, Wisconsin. In Sun Prairie, Matt is active in many local organizations such as the Kiwanis and volunteers at different events. Matt served on the State Easter Seals board of directors. He was chosen by the Governor of the State of Wisconsin to serve on the Governor's Rehabilitation Council, which monitors and oversees the Department of Vocational Rehabilitation.

The second focus of his life is competitive sports. Matt earned his position on the USA Paralympic Team for Sit-Volleyball in June of 1998, after he participated in the World Championships in Washington, D.C. He traveled and competed internationally with the team and attended the 2000 Paralympics in Sydney, Australia, and the 2002 World Championships in Cairo, Egypt. Matt served as the alternate for the Paralympics in Athens in 2004. Matt also enjoys traveling and playing on a wheelchair basketball team out of St. Louis, Missouri.

MATT'S STANDARD INTRODUCTION

**"Ladies and Gentlemen it is my pleasure to introduce
Matt Glowacki"**

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MATT'S RIDER

Matt is not a 'Prima Donna' and strives to be a go along and get along sort of guy. He usually brings all the needed creature comforts with him and strives to not put upon people when he visits a school. But if you feel like you want to provide water for Matt, be it known far and wide, he is a bottled water snob. He likes AquaFina. I know it sounds stupid, but he thinks it tastes better. I guess he thinks other water, unless served incredibly cold, tastes dusty or something.

With low maintenance as a watchword Matt still does ask for a small bit of accessibility consideration. Matt uses a wheelchair 99% of the time. It is easier for him to use a ramp than steps. But if there is no accessibility to a stage that he needs to perform on, rest assured he will be able to handle the challenge. Matt might ask others around him to assist in carrying a wheelchair or related items from time to time, but realize he is a man and doesn't like to ask for help.

Matt brings a wireless microphone and music with him when he travels. He likes to be able to plug both into an existing sound system at the venue. Matt's mic uses a low impedance three conductor mic jack. Actually, don't be scared, it is the most standard and average microphone input on the market. And for the music, he is the IPOD guy with a cord that plugs into your system with a headphone jack type of thing (1/8 inch male stereo jack).

As he constantly strives to better himself and the program, Matt brings a PC computer that he needs to tie into a LCD (Type) projector. For the technical person who needs to know, the connector is a 15 prong VGA Monitor Cable which connects to the back of Matt's computer. All of his programs use a power point slide show in the beginning and some use visuals in the show. They are meant to educate and make Matt feel better about being in the computer age.

As for video and audio taping Matt's performance, no, not allowed. He is not trying to be a bad person, but sometimes when people tape stuff and other people get their hands on it without permission, bad things happen. Feel free to make your own Paris Hilton joke here.

If you, as an organization, want to offer Matt sportswear or related items in addition to the fee already decided on, please feel free to offer up any and all related products. He really does wear things and he enjoys the items he receives. However, in the past, some items were presented to him and they caused a bit of embarrassment to the individual doing the presenting. Socks and shoes are not a good idea, funny yes, but they tend to come off to some people in the audience as being insensitive to Matt's situation. Umbrellas are good for people, who walk around, but to a wheelchair user, it becomes a sail and Matt can only push around in a circle when he holds it. So once again, let common sense, enter the equation, and everything will be good. Just for the record Matt's mom did buy him a very nice hand carved footrest for Christmas a few years ago. She claimed she forgot he didn't have legs.

Finally, Matt has always wanted a pony. Yes a pony. He claims it is easier for him to get on from his wheelchair than a full size horse. If you're particular herd is depleted or non-existent please do not give it a second thought.

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ROOM CHECKLIST

Matt is NOT a podium speaker but he does use one for his computer.

- A **Computer Projection Unit** (CPU or LCD) and Screen compatible with a PC, and a screen. The unit should include a standard 15 Prong VGA Monitor Cable to run from the back of the computer to the video projection unit. *PLEASE NOTE: PRESENTER BRINGS OWN COMPUTER.
- An **adequate sound system**. Matt brings his own lapel microphone to plug into your house system. He also appreciates a house mic for the person introducing him. House System must be compatible with I-pod hookup or have a CD player available.
- A **stage or riser** for presenter when room does not have tiered seating. It is important that the stage be wide enough to allow for presenter to stand to the side of the screen.
- **One table near the front of the stage or room** for the speaker to put materials on.
- All technical requirements **should be ready for a sound check at least one hour** prior to the scheduled start time.
- **THE PROGRAM IS NOT TO BE AUDIO OR VIDEOTAPED WITHOUT PRIOR APPROVAL FROM COLEMAN PRODUCTIONS, INC. AT 866-328-3762. At anytime that this program CAN be videotaped and a copy of the tape given to Coleman Productions, it would be greatly appreciated.**
- If a meal is planned with the speaker, it should conclude one hour prior to the presentation. Arrangements can be made for dinner after the show if time allows. The restaurant should have a selection of pastas, vegetables, salad, chicken or fish.
- The presentation must be held in a **NON-SMOKING location** and remain smoke free during the entire performance.
- If the purchaser provides accommodations, please provide a local hotel/motel. **Residence Hall rooms are not acceptable.** Accommodations **MUST** be **Handicapped Accessible**, high-speed internet, television, a pool and workout facilities when possible.

Agreed to by: _____ Date: _____
Please direct any questions to Coleman Productions, Inc. at 866.328.3762

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MATT'S SIX TIPS FOR THE EVENT'S SUCCESS

1. Maximize Flyers and Posters by including **Matt's picture, topic, website, and brief biographical information.** Matt's Web site has promo posters, press releases, video links, and funny postcards all suitable for marketing needs
2. Send an **Email or Letter** to Faculty & Staff in the following departments (**Communication, Physical and Occupational Therapy, All Sports Team and Coaches, Education, Physiology, Philosophy, Student Success, First Year Experience**) encouraging them to bring their classes.
3. Schedule Stephen's Programs during activity **periods or elective periods** on your campus, so students don't have to choose between core classes and Matt's Program.
4. Send out Memo's and Emails to organizations on campus, all the Fraternities and Sororities, all the groups which support Diversity and strive to educate others about differences in people
5. Encourage **Faculty & Staff** to not only send their students, but to also come themselves. Stephen's principles speak to **BOTH** students and staff simultaneously.
6. Maximize lighted marquees, sidewalk chalking, banners, lighted pointing Signs, and word-of-mouth advertising. Encourage **MANDATORY ATTENDENCE** for all **Student Leaders, Orientation Leaders, Resident Assistants and SGA Members.** Matt was once one of them also!

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