

ESM Solutions, Inc.
Presentation Due Diligence

Presentation Date: _____ **Time:** _____

Presentation Location: _____

**So that we may be accurate in preparing our presentation strategy
please complete the following:**

1. **How many attendees:** _____

2. **Will the presentation space be provided:** _____

3. **In what type of venue will be presentation be held:** _____

4. **Who is the target audience:** _____

5. **What are the expectations for the presentation?** _____

6. **What is the level of expertise of the audience:** Low Medium High

7. **Will you provide Audio-Visual equipment** Yes No

8. **What are the key topics to be covered:**

✓ _____

✓ _____

✓ _____

✓ _____

✓