

# Plan Your Event With Evan

*The information you need  
before you book.*

## The Process

It starts with a conversation about your event, your audience, and what you want participants to walk away with. Evan then develops a session plan tailored to your format and schedule. You will review the plan together before the event so expectations and details are clear.

## Available Formats

Keynotes from 45 to 90 minutes, half-day workshops, full-day programs, breakout sessions, retreat facilitation, and multi-session series. Virtual delivery is available for any format.

## What's Included

- Pre-event planning call
- Customized session content
- Participant handouts and practical tools in print or digital form
- Follow-up conversation after the event

## Logistics

Evan handles his own travel arrangements. AV needs typically include a wireless lavalier microphone, a screen and projector, and a confidence monitor if available. Room setup depends on the session format and will be discussed during planning.

*Ready to talk about your event? Share the audience, format, date, and what you want participants to take away.*

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