

# Pre-Program Questionnaire

Date(s) of Sally's presentation \_\_\_\_\_

Start and End Time of presentation \_\_\_\_\_

Theme of event \_\_\_\_\_

Sally will provide introduction to be read by

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

(Introduction will be send 1 week prior to engagement)

What will be happening immediately before and after Sally presents

Before \_\_\_\_\_ After \_\_\_\_\_

## Company Information

Company Name \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website URL \_\_\_\_\_

Best time/method to reach you \_\_\_\_\_

## Meeting Location Information

Meeting location name \_\_\_\_\_

Meeting Location Address \_\_\_\_\_

Location Phone Number \_\_\_\_\_

Program Room Number or Name \_\_\_\_\_

On site contact \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## Hotel Accommodations for Sally

Hotel Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Confirmation Number \_\_\_\_\_  
Reservation Date(s) \_\_\_\_\_

## Travel Information

Nearest Airport \_\_\_\_\_  
Distance in minutes \_\_\_\_\_  
\_\_\_\_ Client will arrange \_\_\_\_ Sally's assistant will arrange  
Ground transportation pick up to and from event  
Care Service Co \_\_\_\_\_  
Confirmation number \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Pick up day and time from airport to event \_\_\_\_\_  
Pick up day and time from event to airport \_\_\_\_\_

## Audience

Approximate number \_\_\_\_\_  
% of male \_\_\_\_\_ % of female \_\_\_\_\_ Age range \_\_\_\_\_  
Examples of job titles \_\_\_\_\_  
Examples of job responsibilities \_\_\_\_\_  
What is your key objective for Sally's presentation? \_\_\_\_\_  
What sensitive issues should be avoided in the presentation? \_\_\_\_\_  
\_\_\_\_\_  
Any inside jokes or concerns I should know about your audience? \_\_\_\_\_  
\_\_\_\_\_  
Current challenges in your Industry? \_\_\_\_\_  
\_\_\_\_\_  
What should Sally know about your group? \_\_\_\_\_  
\_\_\_\_\_

## Other Questions

1. Appropriate attire: \_\_Casual \_\_Business Casual \_\_Business \_\_Formal
2. Will the presentation be video or audio taped?

How did you make the decision to hire Sally? \_\_\_\_video \_\_\_\_referral \_\_\_\_live presentation  
\_\_\_\_website \_\_\_\_other (please explain \_\_\_\_\_)