



Pre-Program Questionnaire

Thank you for answering the following questions. This will ensure you receive an outstanding experience that's tailored *specifically* to your event.

Full Name Company Complete Address

Phone Number Email Website

Meeting Date Length of Talk Meeting Type (Formal/Casual) Program Name

Program Theme & Reason for Meeting

Who Will Be In Attendance How Many Participants (Approx.)

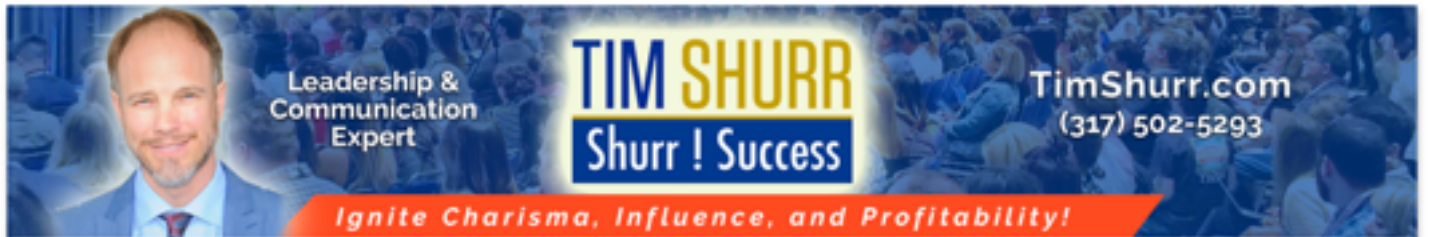
Name and Title of Tim's Introducer Exact Time(s) of Tim's Presentation(s)

Best Time for Tim to do His A/V and Room Check _____

Describe Tim's Role in the Program: Opening/Closing Keynote, Luncheon Speaker, Breakout (Circle)

Which Company Executives, if any, Will Be Speaking Before Tim?





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Who Are the Other Professional Speakers on This Program, If Any?

Speaker #1 - Name and Topic

Which Professional Speakers Have You Used in the Past? What Did You Like About Their Performance?

Nearest Major Airport to the Meeting Site: _____

For Transportation To and From the Airport to the Meeting Site, Would You Prefer to: (Circle One)
Send A Driver Provide a Rental Car

Exactly Where is the Meeting? _____

Hotel Where Tim Will Be Staying? _____

How Far Away From the Meeting Location is the Hotel? _____

Will You Be Using A Powerpoint? Yes No A livelier Microphone? Yes No

Will a Video Crew Be on Site? Yes No Company Contact & Telephone:

Who Are the People Within Your Organization Primarily Responsible for the Following:

President/Executive Director: _____ Email: _____

V.P. of Sales/Marketing: _____ Email: _____

Sales Training Manager: _____ Email: _____

Would You be Interested in Purchasing Any of Tim's Books for the Attendees? YES No

Would You be Interested in Follow-Up Learning Materials (Books, Online Training, CD's) YES No





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Do you have 3 points (or values) you want stressed in Tim's talk?

What Are the Most Important Changes Happening in Your Company and Industry?

What Keeps Senior Management Awake at Night?

What Are the Challenges of Your Audience Members?

What Are Their Fears (please be honest, this is confidential information)?

What Are Your Victories as a Company/Association/Team? _____

Is There a Slogan or Philosophy That is Commonly Used in Your Association / Company?

Should the Message be Targeted More to One Group Than Another? If Yes, Which?

Is there any industry jargon or terms Tim should know about? (Ex: Members, Associates)
