

PRE- PROGRAM QUESTIONNAIRE

“When excellence is available, good is not enough”

PROGRAM
DATE _____ CONTACT _____ TITLE _____

COMPANY _____ EVENT TITLE _____

This questionnaire is designed to help us prepare for the best possible presentation for your organization. Please complete as many questions that are applicable to your group and fax/mail to us as soon as possible. Thank you.

1. What is the specific purpose for this meeting? Do you have a theme that will be used?

2. What are your specific objectives that you desire from my presentation?

3. What is the philosophy or mission statement for your company or organization?

4. What are some of the challenges faced by the individuals in the audience and what are some current challenges and break-throughs experienced by your organization? Any key issues to avoid?

5. What is your organization's greatest accomplishment during the past year?

6. In general, give me a brief description of the audience? (Ex: Sales, management, educators)

7. What is the ratio of male to female, average age, and approximate number attending?

8. What are the number of employees in your organization and number of offices or branch locations?

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9. Previous speakers used?

10. What takes place immediately before and after my program? (Meal, break, another speaker) _____

11. What time will the meeting begin and end? _____

12. My presentation begins and ends at? _____

13. Who is the person introducing me? _____

14. What is appropriate attire? _____

15. If available, please send the following materials:

Meeting Agenda/Invitation

Annual Report

Promotional Material for event

Newsletter/Brochure/Flyer

Please use the space below to include any additional information that you feel would be helpful for Gary to customize his presentation for your event.

Thank you for taking the time to complete this questionnaire.

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