

Pre-Program Questionnaire

Organization: _____

Program Date: _____

Client Name: _____

Title: _____

Email: _____

Company Website: _____

1. Type of event and specific purpose: _____

2. Do you have a theme for the meeting? _____

3. What are 3-5 professional challenges facing the individuals in the audience? _____

4. Are there any difficulties currently being faced by your industry? _____

5. Describe the most significant changes this group has experienced during the last twelve months.

8. What is the total number of attendees? _____

9. What is the ratio of male to female and the average age? _____

10. % of Male: _____

11. % of Female: _____

12. What takes place immediately before and after my program (meal, break, another session/speaker)?

Before: _____

After: _____

13. What dates/times will the conference begin and end?

Begin: _____

End: _____

14. My presentation will

Begin at: _____

End at: _____

15. Who will be introducing me? (Introduction is supplied)

Name: _____

Title: _____