PRE-PROGRAM QUESTIONNAIRE

Please answer the following as fully as possible in order that Jennifer can make certain all your objectives are accomplished. You can put your answers directly on this questionnaire and send it as an attachment to jennifer@inspirationallyspeaking.com

Please feel free to skip any questions that are not relevant to your group.

YOUR ORGANIZATION

**What are some of the major challenges currently facing your industry?**

**Briefly describe your products/services**

**Who is your typical customer?**

**What differentiates your company/organization from competitors in your customers’ minds?**

**What 3 specific things do you think I should know regarding the people attending?**

**Please list a few job situations or duties than cause stress to members of our audience as they do their work”**

**During the past year, what significant events occurred in your association or organization?**

**What is the biggest misconception people (or your customers/clients) have about your industry- or the people in your industry?**

**What three things are your people doing well that you want to reinforce?**

**If there was ONE thing that you would want your people to do better, or handle more effectively or VIEW more positively, what would that be?**

**Are there any acronyms, phrases, or jargon that are common to your people that Jennifer can incorporate into her presentation?**

**Are there any subjects, words, phrases, or concepts that people are negative about and should be avoided?**

**Specifically, what “local color” should I use in my presentation? A new piece of machinery, a new policy, a funny person, a local event, local weather, someone’s achievement?**

**In terms of other outside speakers, what have your people: Liked least? Liked most?**

**What other speakers have you had in the past?**

**What else does Jennifer need to know to provide a Wow! Phenomenal! Swoosh-Nothing-but-net presentation for your people?**

THE EVENT

**What is the theme for your conference/meeting?**

**Names and positions of top management people?**

**How many people are expected to attend?**

**What percent are members/employees?**

**What percent are guests or spouses?**

**What percentage are men?**

**What percentage are women?**

**What are the age ranges?**

**What is the dress code for attendees?**

JENNIFER’S PRESENTATION

**Desired Keynote:**

**Start time: End time:**

**What takes place immediately BEFORE Jennifer speaks?**

**What takes place immediately AFTER she speaks?**

**Are there any other functions that Jennifer invited to attend while she is there?**

**If so, what is the dress?**

**What is the location and time of special function?**

**Name and title of person introducing Jennifer:**

**AV – Technical: Who is in charge of providing audio/visual requirements & set up**

**Name:**

**Phone number:**

**What time will the room be available for sound check?**

(Please know that A/V set-up time for Jennifer’s program takes no less that 20 – 25 minutes. It is preferable that the A/V sound check be held in the space on either the day before or morning of Jennifer’s presentation - when there are NO attendees in the room)

Logistical Information

**The name of the conference room/ballroom in which Jennifer will be speaking:**

**What is the Hotel where Jennifer will be staying?**

**Closest airport to hotel:**

**Distance from airport to hotel (in miles)**

**Approximate travel time from airport to hotel (in minutes):**

**Taxi (Type yes or no)**

**Will Jennifer be met by car service? (Type yes or no)**

**Will Jennifer be met at the airport? (Type yes or no)**

**Name of limo service:**

**Limo service phone number:**

**Ground transportation confirmation#**

**Will driver be holding a sign with Jennifer’s name? (Type yes or no)**

Would you please send any printed information, newsletters, program announcements, promotional materials related to this meeting, and/or brochures about your organization to Jennifer as soon as possible?

**Jennifer Foxworthy**

**210 Thunderbird Drive**

**Lusby, MD 20657**

After this booking is confirmed, Jennifer be contacting you for the names of several people with whom she can speak to gain a greater understanding of your group, their day to day experiences, and their challenges.

**CONTACT INFORMATION:**

**Jennifer will want to let someone on the meeting planning staff know when she arrives onsite in site.**

**Name and cell number of person she should contact:**

**Jennifer’s cell phone number: 410-449-2173**