



2540 Lepp Avenue
Niagara Falls, ON L2J 3G3
Phone 905-356-6188
Fax: 905-356-8720
stublack@speakingmatters.com

PRE-EVENT QUESTIONNAIRE

To help make my presentation to your group especially relevant and meaningful, your help is requested in providing answers to a few questions. Omit questions that are not relevant to your event. Please return the completed questionnaire by mail, fax or email at least one month prior to the event date.

Sponsor:	
Engagement Date:	
Engagement Time:	
Topic:	

1. Speaker's contact prior to the presentation:

Name: _____ Title: _____
Office Phone: _____ Office Fax: _____
Home Phone: _____ Pager/Cell Phone _____
Email Address: _____

2. Speaker's on-site contact (if different from above)

Name: _____ Title: _____
Office Phone: _____ Home Phone: _____
On-site Contact Phone: _____ Pager/Cell Phone: _____

3. What is the exact location and address for your event?

4. What is the name for, and/or theme for the event?

Audience

5. Audience Size: _____ % Women _____ % Men _____

6. Guests/companions attending? Yes No Average age of group _____
General description of attendees: _____

7. Educational background: Secondary Education Graduate Work
Post Secondary Professional Training

8. What levels of occupations are represented in the audience?

All Staff Middle Management Owners/Operators

Administration Senior Management Other _____

Sales/Marketing CEO's, Presidents _____

The Event

8. What type of event is it?

Annual General Meeting Fund Raiser

Annual Conference/Convention Training Session

Client Appreciation Staff Appreciation

Other _____

9. Event website: _____

10. Theme/Topic for the event: _____

11. Major objective of this meeting: _____

12. Specific points you would like Stu to cover in his presentation:

13. Any topics that should be avoided?

14. Name and title of the person who will introduce Stu?

15. What is on the program just before Stu speaks?

16. What is on the program right after Stu speaks?

17. What is the appropriate dress code for the event?

18. What have you liked about speakers you have used in the past?

19. What have you disliked about speakers you have used in the past?

19. What would make Stu's presentation really special for your group?

Your Organization

20. Organization website: _____

Please provide a brief description of your organization:

21. Are there any issues pertinent to your organization that may be relevant to the speaker?

22. Date this form was completed: _____

Name and title of person completing form: _____

Please feel free to attach any additional information or comments that you feel might be helpful to the speaker in developing a customized presentation.

Thank you for taking the time to complete this form. I look forward to working with you to make your event a great success.

Stu Black
