Pre-Presentation Questionnaire

This questionnaire is designed to help Irena prepare for and customise her presentation for your event. Your time in providing this information is greatly appreciated and will be instrumental in the success of the presentation. Many thanks.

Name of Group:_____ Date of Presentation:_____

Person completing this form:_____ Phone: (____)_____

Email address: _____

WWW address if any:_____

Event Time: Begin_____ End_____ Irena's presentation: Begin _____ End_____
Event Location: _____
Address: _____
Parking arrangements: _____

Approximate Number attending meeting: _____   Males:_____ Females _____

Age range:_____
General job responsibilities of attendees: _____

What is the mission/philosophy statement for your company/organization?
_____
_____

What are the top challenges faced by people who will be in the audience?
_____
_____

Please identify any in-house language, jargon, phrases or words applicable to your group that might be relevant to this presentation.
_____
_____

Overall objectives this event professional development:
_____
_____

Specific objectives for Irena's presentation:
_____
_____
_____

Please provide the names of two representative members within the group who Irena could call to get additional information if need be.

Name:_____ Title:_____ Phone:_____

Name:_____ Title:_____ Phone :_____

What's happening before & after the presentation?
Before_____
After _____

Will there be other speakers? _____Topics:_____
_____
What other speakers have recently addressed the group?

Speaker:_____ Topic:_____

Speaker:_____ Topic:_____

Speaker:_____ Topic:_____

Who will be introducing Irena? (Name and Title/Position):

_____

Optional: Send a copy of all memos, program announcements, brochures, and
other promotional materials relating to this presentation so the presentation
will be consistent with your promotion. In addition, any annual reports, a
company newsletter/paper/flyer, or any key product brochures would be
appreciated, if available.

**Thank you very much for helping Irena to customise her presentation for your
group!**