



PRE-EVENT QUESTIONNAIRE

Thanks *soooooo* much for inviting me to speak at your event! My goal is to serve your needs and do the best job possible. Your answers to the following questions will help me achieve that goal. Please fill this questionnaire out and return it to Steve@SteveDiggs.com. *Thanks!*

Now, let's get started...

Client: _____

Contact Name: _____ Business Phone: _____

Cell Phone: _____ Email: _____

Presentation Location: _____

Presentation Date: _____ Date: _____

Audience Size: _____ % Men: _____ % Women: _____

Who will be in attendance?

Executives

Salespeople

Managers

Line Staff

Trainees

Other

Briefly, what is the nature of the work performed by your group?

Who is highest ranking person in audience? _____

What time can Steve do his AV & sound check? _____

Who will introduce Steve? _____ **Email:** _____

What occurs immediately before and after Steve speaks?

Is there a meeting theme? _____

Your Goals & Objectives: _____

Who has spoken in the past? _____

List 3 things your people are doing well that you would like to reinforce: _____

What else do I need to know to WOW your audience?

Recommended Attire for the Men?

Very Casual (Jeans)

Casual (Dressy shorts shirt)

Business Casual (Sports coat, no tie)

Dress (Sports coat with tie)

Business Suit with Tie

Suit of Armor with Pink Boa

Are there any specific items to discuss (or, avoid) in Steve's comments? _____

Would like for Steve to call you regarding any of the questions in this questionnaire? Y/N

Call: _____ **When:** _____ **Phone:** _____

Nearest airport: _____ **Est. Travel Time:** _____

Special Directions: _____

**In the case of an emergence, who can Steve call at the last
minute? _____ 2 Phone #'s: _____**

Completed by: _____ **on** ____ / ____ / ____