

PRE-PROGRAM QUESTIONNAIRE

Fax to: 813-200-3745

Name of organization:	
Date of engagement:	
Start time and end time of my presentation(s):	
Contact name: company address work phone home phone (used only in emergencies) other #'s email	
Referred from:	
General and specific location of presentation or Executive Coaching (if other than by phone):	
Subject of presentation:	
When you'd like me to arrive:	
Attire for the event:	
Audio/Visual Capabilities: Mike Flip Charts Overhead Projector Audio/Video Taping Ability Powerpoint	
Expected audience size:	
Demographics of audience:	
Audience needs (your goals for them during this presentation):	
Has your organization had this topic in the past:	
Is the audience attending voluntarily?	
What other speakers has the audience responded to well:	
Anything else you'd like us to know:	