

## Pre-Event Questionnaire -- Lauren Midgley

Please complete and email back to Lauren Midgley. Her email address is [Lauren@LaurenMidgley.com](mailto:Lauren@LaurenMidgley.com). Additionally, she will schedule a 30 minute phone call with the key event personnel to review and clarify the information. Understanding your needs for a successful meeting is very important to her.

Main Contact person for the event:

Title:

Office Phone Number:

Best day/time to call:

Email Address:

***Date of the event:***

1. What is the event's theme?
2. Is there a website for the meeting conference?
3. What is the specific purpose of the meeting (annual meeting, informational, awards, etc.)
4. What are your specific objectives for this presentation? (what do you want me to do, say, etc)
5. Are there any sensitive issues or words to avoid or be aware of?
6. What is the name and title of person who will introduce Lauren?
7. Time frame for Lauren's presentation: Start: \_\_\_\_\_ End: \_\_\_\_\_
8. What takes place immediately before and after the presentation (another speaker, break, breakout session, meals)

Before:

After:

9. Who are the other speakers on the program (if any)

Speaker \_\_\_\_\_ Type \_\_\_\_\_

Speaker \_\_\_\_\_ Type \_\_\_\_\_

10. What professional speakers have you used in the past and what did they cover?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

11. What did you like about their performance? Why?

12. Do you have any special suggestions to help me make this program your best ever?

#### AUDIENCE

Number attending:

Percentage Males:

Percentage Females:

Educational Background:

Age Range of the group:

Average age:

Major job responsibilities:

Any VIPs?

Any information you think I should be aware of:

Website address:

#### GENERAL BACKGROUND INFO

