

PREMIER COACHING SPEAKING QUESTIONNAIRE

Speaking Questionnaire

Thank you for taking the time to supply this important information. The more we know about your organization the better we can personalize the message. Please answer the questions below and then send to Camille Hughes at 760 539 8110 fax or inservice@sharedvisionnetwork.com.

1. Organization Name:

2. Contact Information:

Name:

Title:

Phone Number:

Fax Number:

E-mail Address:

Website:

Best time for our office to reach you:

3. Date & Exact Times of presentation?

Date: _____ From: _____ am/pm To: _____ am/pm

4. What is your conference theme and what does this theme mean to your group?

5. What kind of meeting is it? (Annual meeting, convention, kick-off, etc?)

6. Please describe the audience. (number of attendees expected, average age, titles etc)

7. Is this a specialized group or general public? If specialized, please explain details.

8. What industry does your organization belong to? (Retail, Network Marketing, Manufacturing, Real Estate, Mortgage, Financial Services)

9. What are the most significant events that have occurred in your industry, organization, school, and/or group this year?

FAX: 760 539 8110

EMAIL: INSERVICE@SHAREDVISIONNETWORK.COM.

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10. What is the primary product/service your audience promotes or sells?
11. Who are your audience's major competitors?
12. Are there any sensitive issues that should be avoided?
13. What are your audiences' major challenges/concerns/frustrations right now?
14. Please list (3) items Kenneth should know before addressing your group:
15. What is the main topic you'd like Kenneth to present?
16. Do you have 3 key points you'd like Kenneth to stress during the presentation?
17. What are your specific objectives for Kenneth's presentation?
18. What will take place immediately before and after Kenneth's presentation?
19. Who are other speakers on the program (if any)?
20. If there are other speakers when do they speak and what are their topics?
21. Who will be introducing Kenneth and what is their title?
22. Who specifically should we contact to discuss Audio/Visual requirements (* be sure to read AV requirements doc)
23. When is the best time for us to do our AV set up/check?
24. How should we dress for the event? (Suit, sport coat and slacks)
25. Is there any additionally information that would help us tailor this presentation for your audience?