

F FORREST TUFF

Event Questionnaire

These questions are designed to help my staff and I prepare a program specifically suited to the needs of your group. Please take a moment to answer all the questions fully and return the form to my office. We would also appreciate receiving any printed information on your group that may help us with background information (e.g., corporate reports, news items, in-house publications, products, services, employees, etc.). Thank you for your help!

Please return this questionnaire to: info@forresttuff.com

Presentation Title: Time Frame? Start Time _____ End Time _____ Any breaks? Y N What is on the program just before I speak? _____

What happens on the program right after I speak?

Appropriate dress for presentation? _____

Conference title and theme? _____

Specific purpose of this meeting/session (e.g., awards banquet, annual meeting, etc.)?

Specific objectives for my presentation?

Sensitive issues that should be avoided?

Introducer's name?

Introducer's Phone Wk. _____ Hm. _____

Is there any publicity work I can help you with while I am at your event? Y N Radio ___ Television ___
Other ___ Type _____

Who are the other speakers on the program?

Speaker _____ Topic _____

Speaker _____ Topic _____

What speakers have you used in the past that covered topics related to the material I will be presenting for you? _____

What did you like and/or dislike? Withhold their names if you like, but do comment on the material they used! _____

Please share any "local color" you may know of relating to the location where my program will be held.

Please share any "industry color" related to your organization or industry.

What comments or suggestions do you have that will help me make this presentation the best your audience has ever had? _____

THE AUDIENCE

Total number attending? _____ Spouses attending? Y N

Percentage male/female _____ Average age? _____

Average annual income _____

Educational background _____

Major job responsibilities of audience _____

Will there be any "special guests?" Please explain. _____

Why is your group attending this meeting (voluntary, mandatory, etc.)?

How will they be notified? _____

What is their overall opinion regarding the subject of my presentation, (favorable, hostile, etc.)?

_____ Please provide the names and positions of three main "movers and shakers" in your organization that will be in the audience, who are well known and well liked. I may joke with them or call on them if the need arises. My staff or I may also want to contact them for more research information on your group (with your permission, of course).

Name _____ phone _____

Name _____ phone _____

Name _____ phone _____

DETAILS ABOUT YOUR AUDIENCE

Problems? _____

Challenges? _____

Breakthroughs? _____

What separates your high-performance people from others? _____

Are there any hearing or sight-impaired audience members? Y N

If yes, please provide names and contact information _____

TELL ME ABOUT YOUR INDUSTRY/PROFESSION

Problems? _____

Challenges? _____

Breakthroughs? _____

TELL ME ABOUT YOUR ORGANIZATION

Problems? _____

Challenges? _____

Breakthroughs? _____

Significant events? Mergers? Relocations? _____

TRAVEL INFORMATION

Location of presentation and venue name _____

Address _____ Phone _____

Location at the site (room-name, etc.) _____

Airport to arrive at _____

How will I be transported from the airport to your site? Taxi? _____ Rental Car? _____ Driver? _____

Driver's Name _____ Phone _____

If an emergency occurs on the way to the site, who would be an alternate contact if you are unavailable?

Name _____

Business phone _____ Home Phone _____

Thank you for taking the time to provide this information. I will use it to prepare an outstanding presentation for your group.



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Visit me online @ www.forresttuff.com