

This questionnaire is designed to help us prepare a program that is specifically tailored to the needs of your group. Please answer all the questions, and return the form to our office. Fax 561-775-4580 Thank You.

Special Request; Please send me as much information as possible to help increase my understanding of your organization. This includes website links, newsletters or other information you feel would be of value.

Your Name: _____ Title: _____

Client Name: _____

Business Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____ Fax: _____

Website URL: _____

Best time to be reached: _____ How did you hear about us? _____

Event Information

Name of event: _____ Date of event: _____

Event theme: _____ Purpose of the event? _____

Number of attendees: _____ Percentage who are male: _____ Percentage who are female: _____

Description of those who will be attending: _____

Describe what success looks like. What do you want them to say as they leave the event? _____

Any additional information that would be helpful in tailoring this presentation for your group? _____

What takes place before Rita speaks? _____ What takes place after Rita speaks? _____

What other speakers will be on the agenda? *(Please include when and topic)* _____

When will Rita's presentation begin? _____ When will Rita's presentation end? _____

Organization Information

Describe your primary product/service: _____

What are the top challenges your audience is facing? _____

What does Rita need to know about your organization? _____

Is there any jargon Rita should be familiar with? (*Acronyms, titles, etc.*) _____

Describe any issues Rita needs to know about: _____

Whom do you consider to be your major competitors? _____

As an organization, what are you most proud of? _____

Logistical Information

Provide the name and contact information of the person responsible for handling logistics:

Name: _____ Contact Information: _____

Provide the event location information: (*Hotel, Room, etc.*) _____

Closest airport and distance to event: _____

Name of hotel Rita will be staying in: _____

How charges will be handled? _____

How will transportation to/from the airport/event be handled? _____

Products

Rita has books and items that are available for purchase. She would welcome the opportunity to provide products so that the participants have something to take with them.

Product Options:

- Purchase items at a volume discount and provide to attendees at the event.
- Purchase items and send to attendees after the event.
- Provide items for sale at the event.