

## **Programme Questionnaire**

*(Please complete this to the best of your ability. This will help be able to provide an exceptional service to you and your audience)*

### **General Information?**

- 1) What is the purpose of this meeting?
- 2) How often do you have this type of event/meeting?
  - a. Annually
  - b. Semi-Annual
  - c. Quarterly
  - d. This is a once of event/meeting
- 3) If you have had this type of meeting before please let us know who have had speak at this event the past two meetings?
- 4) Did the audience like him/her? Why or why not?
- 5) What would you like your audience to do, think or feel when I am done?
- 6) How will you know if I have done a good job?
- 7) Are you interested in using more of my other services after I speak (Brain-storming session, Workshops, Outdoor Team Building)
- 8) How else can I help you?

### **Venue and Audience Information**

- 1) How many people will be in the audience?
- 2) What type of venue will I be speaking in?
- 3) What type of microphone will I be using; handheld, cordless, or lapel?
- 4) What is the average age of the audience (Oldest and Youngest?)
- 5) What is the male:female ratio of the audience?

- 6) Who will be presenting before and after me? (Please also add the presentation title)
- 7) Who will be introducing me?
- 8) What is the dress code of the audience? Do you have a particular way that you would like me to be dressed?
- 9) Are there any topics you would like me to specifically address?
- 10) Are there any issues/topics you would like to specifically avoid?
- 11) Is there anything I haven't asked that you would like me to know about your venue and audience?
- 12) Please provide emergency contact details of anyone I can contact within 24 hours of the event.