

PREEVENT QUESTIONNAIRE

1

FAX TO 513.860.4934 OR MAIL TO P.O. BOX 1515 WEST CHESTER, OH 45071-1515

Your Name	
Title	
Company/Association Name	
Phone	
Fax	
Email	
Website	
Address	
Event Date(s)	
Type of Event (Conference, Sales, etc)	
Budget for Speaker	
Venue for meeting	
What limitations/restrictions exist in room set-up?	
Length of Presentation	
Event Theme	
Why this theme and what does it mean to your audience?	
Four key points you would like stressed during this presentation	
Anticipated Audience Size	
Female/Male Ratio	
Racial/Ethnic Demographics of Audience	

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Important Changes in your Company and/or Industry	
What are the current organizational "Strategic Objectives"?	
What would the audience consider their significant challenges?	
Issues or topics to avoid	
What are some of the recent/significant successes?	
What recent disappointments can be used as teaching tools?	
Any slogan or tagline that should be incorporated into the presentation?	
What acronyms should I be aware of and/or incorporate?	
This event will be considered a success if...	

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Who's responsible for calling this meeting? (HR, Sales, Marketing, etc)	
Name	
Title	
Address	
Phone	
Fax	
Email	
Dress Code for Event	
Placement of Mr. Wright's presentation (Open, Breakout, Close, Mealtime)	
Which company leaders will speak before Mr. Wright?	
Who (professional speakers) have you used in the past?	
What has been most impacting and memorable/why?	
Major Airport nearest meeting site	
Your preference for Mr. Wright's ground transportation	
Your preference for Mr. Wright's hotel accommodations	
What are your plans to reinforce the key points of the presentation?	
Would you like ideas on how to achieve this goal?	
Additional Comments	
What other leaders, managers or organizations could benefit from Mr. Wright's expertise?	
(Please Provide Contact Information.)	