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**·· Pre-Program Questionnaire ··**

**Your event is our top priority. Please complete the following questionnaire so that Melissa can make the best decision regarding your event and provide a program that makes the difference you are looking for.**

***Please click where indicated to fill out this writable form—and remember to save before sending!***

**Contact Information**

**Event Coordinator:** Click here to enter event coordinator.

**Industry:** Click here to enter industry.

**Company or Organization:** Click here to enter company or organization.

**Mailing Address:** Click here to enter mailing address.

**Email:** Click here to enter email.

**Phone:** Click here to enter phone.

**Fax:** Click here to enter fax.

**Event Details**

**Event Title or Theme:** Click here to enter event title or theme.

**Event Date:** Choose a date.

**Event Time:** Click here to enter event time.

**Event Format:** Choose a format.

**Event Duration:** Click here to enter event duration.

**Event Location:** Click here to enter event location.

**Event Set Up: (*If not included, speaker will specify.*)** Click here to enter event set up.

**Event A/V Provided:** Click here to enter A/V provided.

**Event Microphone Provided:** Click here to enter microphone provided.

**Event Purpose: (*Choose One or More*)** [ ] Educate|Inform [ ] Entertain|Engage

[ ] Inspire|Motivate [ ] Provoke|Change

**Event Take-Aways: (*Please share 3-5 take-aways you want your audience to have*)**

Click here to enter take-aways.

**Audience Demographic**

**Anticipated Attendance:** Click here to enter anticipated attendance.

**Men|Women:** Choose audience mix.

**Age Range:** Click here to enter age range.

**Professional Titles:** Click here to enter professional titles.

**Personality of Group:** Click here to enter personality of group.

**Current Issues:** Click here to enter current issues.

**Recent Company|Industry|Association History or Events:** Click here to enter recent history or events.

**Event History**

**Speakers You Have Hired Previously and Liked:** Click here to enter speaker history.

**Other Speakers Included in This Event:** Click here to enter other speaker info.

**Event Investment**

**Speaker Fee for Event:** Click here to enter speaker fee.

**Hotel Accommodations:** Click here to enter hotel accommodations.

**Air or Other Travel:** Click here to enter travel info.

**Speaker Requirements**

**Title of Presentation:** Click here to enter title of presentation.

**Bullet Point Take-Aways:** Click here to enter bullet points.

**Speaker Bio (Desired Length, Word Count):** Click here to enter speaker bio.

**Speaker Introduction:** To be provided.

**Books Included or For Sale (Book Table Required):** Click here to enter books included or for sale.

**Link for Audience Bonuses:** [ ] Yes [ ] No Click here to enter audience bonuses.

**Handouts Desired:** [ ] Yes [ ] No Click here to enter handouts.

**A/V Equipment:** [ ] Lavalier Mic (Hands-Free) [ ] No Podium [ ] Bar-Height Round Table with Flowers & Water

**Room Setup (Choose One):** [ ] Rounds [ ] Crescents [ ] Classroom [ ] Theatre-Style

**Comments/Additional Information:** Click here to enter comments or additional info.