

Courage Concepts™

✿ JUDITH L. PEARSON ✿

Pre-Event Questionnaire

This questionnaire was designed to help us prepare for the best presentation possible for your event. Please answer the questions as completely as you can and fax it back as soon as possible. Thanks!

Company/Organization Name: _____

Contact Name and Title: _____

Date of Event: _____ **Title of Event:** _____

Estimated attendance: _____ **Ratio of women to men:** _____

What are the goals of your event? _____

Are there any specific objectives you'd like me to accomplish? _____

What are your industry, company or organization's greatest successes in the last year? _____

What are your industry, company or organization's current challenges? _____

Any key issues to avoid? _____

Previous speakers used? _____

What takes place immediately before and after my presentation (meal, break, another speaker)?

My presentation begins and ends at what time? _____

Who will be introducing me and what is their position in the company/organization? _____

If available, please send meeting agenda/invitation, promotional materials used for the event, newsletter/flyer/brochure.

Please include any other information you feel would be helpful in planning my presentation.

Thanks so much for taking time to complete this questionnaire. See you soon!

Please return this form by fax or mail.

418 Superior Street, Suite 112
South Haven, Michigan 49090
Fax: 269.767.7342

www.courageconcepts.com
info@courageconcepts.com
Phone: 602.370.8177