Horizons Speaking Services
Pre-Program Questionnaire

Cheewa James

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This questionnaire is designed to provide a better understanding of your organization and event attendees. Please return as soon as possible. Please print. SPECIAL REQUEST — Please send printed material on your company or association: newsletters, annual report, product brochures, materials from previous meetings (speakers, topics) to the address above.

Organization _____ ***Contact Person*** _____

Title _____ ***Address*** _____

City _____ ***State*** _____ ***Zip*** _____

Work phone (_____)_____ ***Home phone*** (_____)_____ **Fax** (_____)_____

Email address _____ ***Cell phone*** **– emergency** (_____)_____

Location of meeting: **Facility** _____ **No./*Street*.**_____

City_____ ***State***_____ ***Zip***_____ ***Phone*** (_____)_____

***Presentation date (primary presentation)*:**_____**time:** _____ **am/pm to** _____**am/pm**

Secondary presentation (if any) date: _____ **time:** _____ **am/pm to** _____**am/pm**

Presentation title

requested:_____

***Secondary title, if requested*:**_____

***Primary presentation*: number of attendees** _____**average age**_____**% male**_____**% female**_____

Secondary presentation (if any): **number of attendees**_____

1. What is the mission/philosophy statement for your organization? (Fill in or attach material.)

2. Is there a theme or slogan for this particular meeting?

3. What are current breakthroughs, legislation or changes experienced by your industry or organization?

4. Name significant events that have occurred in your industry or group in the past year.

5. What top challenges or problems are occurring in your organization that need to be addressed? Morale, motivation, stress, budget allocations?

6. What is special about this audience? What positive things are they accomplishing for which recognition would be appropriate?

7. What are the specific objectives for my session(s)? What do you wish to accomplish? What changes in behavior do you want to affect or change?

8. List two top leaders or key people in your organization that can be interviewed for more information, if necessary.

	Name	Position	Phone	Email
a.				
b.				