



## PRE-PROGRAM QUESTIONNAIRE

PROGRAM:

DATE:

CONTACT:

TITLE:

COMPANY:

EVENT TITLE:

This questionnaire is designed to help Dan prepare the best possible presentation for your organization. Please complete as many questions that are applicable to your group and email to [dans@danshafferspeaks.com](mailto:dans@danshafferspeaks.com) as soon as possible. Thank you!

1. What is the specific purpose for this meeting? Do you have a theme that will be used?
2. What are the objectives that you desire from the presentation?
3. What are some of the challenges faced by the individuals in the audience and what are some current challenges?
4. Any issues to avoid?

5. Please provide a brief description of the audience (Ex: Sales, Management, Educators).

6. What is the approximate number attending?

7. How many employees are in your organization and number of offices or branches?

8. What takes place immediately before and after my program (meal, break, another speaker)

9. My presentation begins and ends at:

10. Who is the person introducing me?

11. If available, please send the following materials: Meeting Agenda/Invitation, Promotional Materials for the Event, Newsletter/Brochure/Flyer.

12. Please use the space below to include any additional information that you feel would be helpful for Dan to customize the presentation for your event.