

Pre-Program Questionnaire

This questionnaire is designed to help Kevin prepare the best speech, training, or presentation for your organization. Please complete all questions that are applicable to your group and email to info@kevindaleyspeaks.com 2 weeks prior to your event date.

Thank you!

Program:	
Event Date:	
Contact Name:	
Contact Phone:	
Contact Email:	
Contact Title:	
Company Name:	
Event Title:	

1. What is the specific purpose for this event? Do you have a theme that will be used?

2. What are the objectives that you desire from Kevin's presentation/speech?

3. What is the philosophy or mission statement for your organization?

4. What are some of the challenges faced by the individuals in the audience and what are some current challenges and break-throughs experienced by your organizations?

5. Any issues to avoid?

6. What small things might your group gripe about? (They hate the parking, the fact that Joe talks too long at meetings, etc.)

7. What can Kevin as an outsider tell the audience, that you cannot? Here's your big chance; you've hired a professional speaker.... take advantage. What is it that your people need to hear?

8. If we ask the audience what they think YOU need to hear from THEM, what would they say?

9. What is your organization's greatest accomplishment during the past year?

10. Please provide a brief description of the audience (Ex: Students, Educators, Athletes, Professionals).

11. What is the approximate ratio of male to female, average age, and approximate number attending?

12. What is the one thing that the top person in your group says that if I were to say would get a laugh?

13. Are there people in the audience we can tease in a light, fun way? These need to be people everyone knows and likes, and who are in the audience. I'll tease someone about something he or she has a choice over: a favorite food; attire...

14. Previous speakers you've employed:

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

16. My presentation begins and ends at:

17. Who is the person introducing me?

18. What is appropriate attire?

19. If available, please send the following materials: meeting agenda/Invitation, promo materials for the event, newsletter/brochure/flyer to: info@kevindaleyspeaks.com.

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

Thank you for taking time to complete this questionnaire.