

# Pre-Program Questionnaire

This pre-program questionnaire is for my presentation to your group:

I would like to specifically meet your needs with this presentation. Please take a few moments to answer the questions to the best of your ability.

Presentation Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: Start \_\_\_\_\_ End: \_\_\_\_\_

Location of venue (address, building, room number, etc.)

What is on the program right before I speak?

What happens on the program right after I speak?

Appropriate dress code for presentation:

Conference theme:

Specific purpose of this meeting (awards banquet, annual meeting, etc.):

Specific objectives for my presentation:

Sensitive issues that should be avoided:

Are there any presentations before/after mine?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

What would make my presentation really special for your group?

THE AUDIENCE:

Number attending: \_\_\_\_\_

Average age: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Name the 5 highest ranking elected officials and members of your group that will be in attendance:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Any other pertinent information that I should know?