

## Nancy Noonan's Pre-Program Questionnaire

Thank you for taking the time to complete this inquiry form and returning it as soon as possible so that Nancy can tailor her presentation to your group in the best possible manner. You may also [download](#) the survey in Adobe Acrobat and fax it to 720-304-3719.

Organization:

Contact:

Title:

Phone: Work:

Home:

Cell:

Fax:

Address:

Email:

Website address:

Introducer for Nancy: Name:

Title:

Outroducer for Nancy: Name:

Title:

### I. The Event

Program Date:

Day:

Time:

Meeting Time:

Theme:

Purpose or Objectives of the Meeting:

Attire for attendees:

### II. My travel

Meeting location: (Please include address, phone number, directions)

Closest airport:

Travel time from airport to lodging/site:

Recommended mode of transportation from airport to lodging/site and specific information re. finding that at airport:

### **III. My program**

Set-up time:

When can Nancy meet with the A/V professional?

Confirm name of my presentation:

What is happening *before* my presentation?

What is happening *after* my presentation?

Will there be other speakers at your event? How many?

Please confirm Handouts to be provided by your organization (Nancy will email to you):

### **IV. Audience**

Number of attendees:

Age range: Gender: \_\_\_% Female: \_\_\_ % Male: \_\_\_ %

Who will be in audience? Supervisors, Managers, Executives, Sales People, Line Staff, Professional Staff, Customer Service, Support, Teachers, Other?

What do you want them to feel or know at the end of my presentation?

What are some special challenges/problems/stresses/complaints currently experienced by your industry or organization?

What breakthroughs or accomplishments have occurred within the last year amongst the attendees?

What changes have taken place in your organization in the last year or so and what changes do you anticipate in the near future?

What is unique about your group? (e.g. red tape, seasonal work flow, uniforms, swing hours, travel, etc.)

What are some "hot spots" (incl. anything to avoid talking about)?

What are some special catch-phrases, in-house slogans, sayings, marketing words, quotes, etc. frequently used by my audience?

Who are some key people to recognize (or kid!) in the audience related to the topic? Please provide names, titles, contact information and why they might be mentioned.

To give Nancy more insights, please provide the names, titles, phone numbers and email addresses of 2-3 people who will be attending:

## **V. Arrangements**

May 1 or 2 guests sit in on Nancy's program? Yes \_\_\_ or No \_\_\_

May Nancy offer support products to help your attendees reinforce their learning for purchase after her program?

Yes \_\_\_ or No \_\_\_

If yes, confirm where table will be located (note preference is in back of room by a main door, or outside the room in the path to the restrooms or next meeting):

Please send a meeting agenda as soon as possible, as well as any company newsletters or promotional materials relating to Nancy's presentation (s).

Thank you for assisting Nancy to make your event a "masterpiece!"

(Put my contact information here) -----