



Pre-Program Questionnaire

Date: _____

This questionnaire is designed to assist in the preparation of a program tailored to the needs of your group. Please answer with relevant information and return to me. Thank you.

Client Information: _____

Contact Person: _____

Organization Name: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Event: _____

Name of presentation: _____

Date of presentation: _____

Length of presentation: _____

Scheduled time of presentation: _____

Name and Theme of Event: _____

Purpose of Event: _____

Location and address of event: _____





THE AUDIENCE (Who will they be?):

1. Number of attendees? _____
2. Number of males? _____ Females? _____
3. Range of age? _____
4. What are the names and titles of the key players for this event?
5. What groups of people (education, job titles, volunteers, general public, etc.) will be in attendance?
6. Will there be special guests? Please explain.
7. Why are these people attending?
8. What are 3 facts that would be helpful to know about your group before speaking to them?

ROOM

1. In what kind of room or facility will the event take place?
 - Hotel Meeting Room?
 - Conference Centre?
 - Classroom?
 - Auditorium?
2. In what kind of seating arrangement?
 - Theatre Style?
 - Round Tables?
 - Auditorium Seating?
 - Classroom?
 - U-Shape?





THE PROGRAM

1. What is the goal for this presentation?
2. Are there any issues or topics you want discussed?
3. Are there issues to avoid (if any)?
4. Do you have any other suggestions to help make this an excellent presentation?
5. What is happening on the program before my presentation? If another presentation, what is the title and content? Who is the speaker?

GENERAL

1. What are the most significant events to have occurred in your organization in the past year (i.e., funding reductions, new guidelines...)?
2. What are the top three challenges faced by the people who will be in the audience?
3. At the end of this presentation what do you want the audience to feel, think and do?

