

Pre-program Questionnaire — Jacqueline Whitmore

E-mail or fax this document to:
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1. Name of Group:
2. Your Contact Information
Name:
Title:
Company/Organization:
Phone Number(s):
Fax Number:
E-mail Address:
Website:
Best time for our office to reach you:
3. What is your conference theme (if any)?
4. What are your specific objectives for Jacqueline's presentation?
5. Date & Time of presentation?
Date: _____
From: _____ am/pm
To: _____ am/pm
6. What takes place immediately before and after Jacqueline's presentation?
7. Who are the other speakers on the program (if any)?
8. What professional speakers have you hired in the past?

9. What did you like/dislike about their performance?

10. Do you have a budget in mind for this presentation? If so, how much?

11. How many audience members do you anticipate?

12. Is this a specialized group or general public? If specialized, please explain details.

13. Please list (3) items you believe Jacqueline should know before addressing your group.

14. What are the most significant events that have occurred in your industry, organization, school, and/or group this year?

15. What is your goal for your audience?

16. How will you evaluate the success of Jacqueline's program?

17. Most audience members want something to take home to help them continue learning after the presentation is over. Will you be purchasing copies of Jacqueline's book for your audience members or would you like Jacqueline to make her books available for sale following the presentation?