



Pre-Program Questionnaire

In order for Ann Tardy to be fully prepared for your program, please take some time to answer the following questions. The more details you give, the better she will be able to customize this program for you.

Name of Organization: _____

Name of Event: _____

Theme of Event: _____

Objectives for the Event: _____

Date of Presentation: _____ **Time:** _____

Event Location: _____

Length of Presentation: _____

Format: Keynote Panel Break-Out Session Workshop Facilitator Emcee

Estimated Number of Attendees: _____

Composition of the Audience: _____

Your Organization's Mission Statement: _____

Current concerns/problems/challenges facing your organization: _____

Sensitive areas that should be avoided: _____



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Unique features of your organization/industry: _____

What will be taking place immediately before or after our program? _____

Who has presented programs for your organization in the past and what did the programs cover?

Contact in case of an emergency or problem immediately prior to the event:

Key people who will be in the audience: _____

What else should Ann know about your organization that would make her program more meaningful?
