

Pre-Event Questionnaire

This questionnaire will enable Synergy Unlimited speaker(s); Deborah Deras and/or Adoley Odunton customize her/their presentation to the exact needs of your group. Feel free to skip over any answers which would merely duplicate answers to previous questions or which might be irrelevant due to the nature of this event. Your help will increase the value of this program to your audience.

CONTACTS:

Person filling out this form

Name: _____ Tel: _____

Contact person for day of the event

Name: _____ Cell Phone: _____

EVENT INFORMATION:

Day and Date of Event: _____

Organization: _____

Time: Beginning _____ AM/PM Ending _____ AM/PM

Time you would like speaker(s) to arrive: _____

What is happening before or after our talk?

Will they be serving food during our talk? ___ Yes ___ No

Who will arrange for our flipchart and lapel microphone? Name: _____

Will have time afterward to meet and greet participants? Yes: _____ No: _____

Will we have space to autograph books after the program? Yes: _____ No: _____

DEMOGRAPHICS:

Number of Attendees: _____ Percentage Male _____ Female _____

1) Who will attend? _____

2) What are the main responsibilities of the participants?

3) What are the demographics of the audience? Age Range _____

4) Education: _____ Cultural Mix: _____

Thank you very much for helping Synergy Unlimited to customize their talk for your group!

PROGRAM CONTENT:

What is **the #1 message** you hope your group will leave with after our presentation:

What are the specific objectives for our talk?

Should the message be targeted to one group in preference to another?

Yes/No if yes, which one? _____

What is the life of the audience like during their day-to-day business?

What frustrations do they experience in their industry now?

What new trends are happenings in their industry now?

What are the sensitive issues? Are there sensitive issues that should be avoided?

What is the biggest challenge your company is faced today?

What is the purpose or mission of your company?

What is the meeting theme or slogan used by your company?

What industry jargon do you want interjected during the presentation?

Thank you very much for helping Synergy Unlimited to customize their talk for your group!

What other information might be helpful for speaker(s) to know?

Please suggest two or three speech titles or ideas that might be compelling to your audience?

How do you want your people to feel when they leave our presentation(s)?

CUSTOMIZATION: Please list the names of three accomplished professionals within the group that we can get an additional perspective from. It would be good to select people at different levels.

Name _____ Tel: _____ Email: _____

Name _____ Tel: _____ Email: _____

Name _____ Tel: _____ Email: _____

EDUCATIONAL RESOURCES: May Synergy Unlimited offer educational resources: books, CD's, and coaching programs for sale following their program? Yes ___ No ___
We will never "hard sell."

PROMOTIONAL MATERIALS: Please send a copy of all memos, program announcements, brochures, and other promotional materials relating to this presentation so our presentation will be consistent with your promotion. In addition, any annual reports, a company newsletter/paper/flyer, or any key product brochures would be appreciated, if available.

SPEAKER INFORMATION: Please note our biography, photograph and program descriptions can be found for your convenience on our website at:
www.synergyunlimited.net

<p>Please fax this form back to our offices at your earliest convenience at: FAX: 310-945-5652</p>
