

Creating Compassionate Connections™

Pre-Program Questionnaire

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Client: _____

Address: _____

Contact Person: _____

Contact's Business Phone: _____ Cell: _____

Speaking Title: _____ Conference Title : _____

Date of Engagement: _____ Time of Lisa's Program: _____

Meeting Location/Hotel: _____ City/State: _____

Attendee Information:

Approximate Number Attending: _____

Approximate % Breakdown of Males _____ Females: _____

Approximate % Breakdown of age: 20-30 _____ 40 _____ 50 _____ over _____

Level of education: _____

Senior level: _____ Middle Management: _____ Support Staff: _____

What are the names and phone numbers or email addresses of a few people to contact for customization information?

What are the major job responsibilities of those in the audience?

What three main things should I know about your group?

What is the specific purpose for this meeting?

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What is your organization's major strength?

What makes your organization unique?

What is the greatest challenge your organization is facing?

What are three things you want people to remember at the conclusion of the presentation?

Do you have any inside tips that will promote engagement or humor about your company, your CEO or any member of the executive or leadership team?

What other speakers are speaking at this conference?

What did your group like or dislike about speakers in the past?

Is there anything else I need to know?
