



This questionnaire is designed to help me prepare for my upcoming presentation with your organization. Please complete as many of the questions that are applicable to your group. Once completed, please email this form to [roger@rogercrawford.com](mailto:roger@rogercrawford.com). After I have received this information, a phone appointment will be scheduled to discuss it further. THANK YOU!

**Organization**  
**Program Date**  
**Client Name**  
**Title**  
**Email**  
**Website**

- 1. Please provide a general description of the audience.**
  
- 2. What is the total number of attendees?**  
  
    **What is the ratio of male to female and the average age?**  
  
    **Are the spouses invited?    If Yes Number:**
  
- 3. Type of event and specific purpose:**
  
- 4. Do you have a theme for the meeting?**
  
- 5. What is your organization's mission statement or company philosophy?**
  
- 6. Please provide the specific objectives you desire from my presentation.**
  
- 7. What are some of the professional challenges facing the individuals in the audience?**

**8. Are there any difficulties currently being faced by your industry?**

**9. Describe the most significant changes this group has experienced during the last twelve months.**

**10. What are some of the accomplishments this audience has attained?**

**11. Other speakers presenting at this event:**

Previous speakers used:

**12. What takes place immediately before and after my program (meal, break, another session/speaker)?**

Before:

After:

**13. What dates/times will the conference begin and end?**

Begin:

End:

**14. My presentation will**

Begin at:

End at:

**15. Who will be introducing me? (Introduction is supplied)**

Name:

Title:

**16. Meeting Location:**

Address:

Phone Number:

Distance from the airport

**17. How will I be transported from the airport to meeting site/hotel?**

- Rental Car
- Taxi
- Limo
- Other

**18. Name of hotel in which I will be staying?**

**Name of hotel:**

**Address:**

**Phone:**

**Will this hotel room be billed to your master account?**

**Yes/No?**

**Confirmation Number:**

**19. Whom should I contact upon my arrival at the meeting site/hotel?**

**Name:**

**Telephone number:**

**20. Emergency Contact?**

**Name:**

**Business number:**

**Home number:**

**Cell number:**

**21. What is the appropriate attire?**

**22. Please provide the following materials in advance, if available. Please check those you can provide.**

Annual Report

Meeting agenda or invitation

Newsletter and/or industry magazine

Promotional material on event

Script of speeches given by representatives of your organization.

(Example: Chairman's, or National Sales Managers speech.)

**23. Would you be interested in the personal development materials I have available, such as my books, How High Can You Bounce or Playing from the Heart for each of your audience members? (See complete description on enclosed order form.)**

Yes, I would like more information about this.

**24. Is there additional information that I should know?**

