



SPEAKER.
MENTOR.
AUTHOR.

PRE EVENT QUESTIONNAIRE

Please take a moment to fill out this survey completely. Your answers will help Candace tailor the presentation to your group.

THE EVENT

Your Organization Name: _____

Theme: _____

Purpose/Objective of Meeting: _____

This is a: Conference Banquet
 Business Meeting Other: _____
 Retreat

Event Site Location & Address: _____

Contact Person Name & Phone: _____

Recommended Attire for Women: Casual Cocktail
 Business Casual Other: _____
 Business Formal

CANDACE'S PRESENTATION(S)

A. Date _____ Starting at: _____ A.M. P.M. Duration _____ *Setup time: _____

B. Date _____ Starting at: _____ A.M. P.M. Duration _____ *Setup time: _____

C. Date _____ Starting at: _____ A.M. P.M. Duration _____ *Setup time: _____

*** Setup time for my programs is no less than 15 minutes.**
This may be done just prior to my event (if you have a break scheduled), or it may be done earlier in the day. The stage can be cleared of tables and podiums just before Candace takes the stage.



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THE AUDIENCE

Estimated number of people in each program: A. _____ B. _____ C. _____ Age: _____ to _____

_____ % Female _____ % Male

Briefly, what is the nature of the work performed by the group?

Attendees are:

Check all that apply

Executives

High School Students

Managers

College Students

Advisors

Other: _____

What are the names of the top ranking people in my audience?

What are the hoping the audience will feel and do as a result of hearing my presentation(s)?

Are there any specific items you would like me address or avoid in my presentation(s)?

CANDACE'S TRAVEL

Closest airport to event site: _____

Recommended transportation mode from airport to hotel or event site is:

Estimated travel time from airport to site is: _____

Special Directions: _____

Completed by: _____ on ____/____/____