

## PRE-PROGRAM QUESTIONNAIRE

Your answers to this questionnaire will help me customize my presentation to meet the specific needs of your organization. Please answer all applicable questions to the best of your ability and return to Joel Garfinkle via e-mail ([info@joelinspirationspeaker.com](mailto:info@joelinspirationspeaker.com))

Name of person filling out form: \_\_\_\_\_

Company Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

In case of emergency or delay during transport who should I contact?

Name \_\_\_\_\_ Work/cell# \_\_\_\_\_

### COMPANY BACKGROUNDER

Company/Organization Name: \_\_\_\_\_

Department/Group: \_\_\_\_\_

Description of Company/Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EVENT BACKGROUNDER

Please provide the names, titles and telephone numbers of at least 2 participants/ employees I can contact to interview and discuss the organization's/industry's needs and concerns.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

What immediately precedes Joel's appearance? \_\_\_\_\_

What immediately follows Joel's appearance? \_\_\_\_\_

Overall meeting time: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

My Program: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Name of the person who will introduce Joel: \_\_\_\_\_

Title: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Location Address/City: \_\_\_\_\_

Hotel Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Closest Airport: \_\_\_\_\_ Miles from site \_\_\_\_\_

Best transport from airport: \_\_\_\_\_

No. of attendees: \_\_\_\_\_ Average Age: \_\_\_\_\_ % Men \_\_\_\_\_ % Women \_\_\_\_\_

**AUDIENCE BACKGROUNDER**

What are your objectives and desired results for my presentation? (*What Attendees Should Take Away*)

Objective: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the specific purpose of this meeting? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Client/Audience Profile: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the current problems/challenges in your organization? \_\_\_\_\_

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What are the top challenges that participants are facing related to Joel's presentation? Are there morale issues that should be addressed?

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What are the major changes or recent announcements in your organization/industry I should be aware of? \_\_\_\_\_

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What areas of employee performance need improvement or deserve recognition? \_\_\_\_\_

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What special jargon, titles or terminology should I be aware of? \_\_\_\_\_

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Are there any terms or issues I should avoid or are off-limits and shouldn't be discussed?

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