

## Pre-Program Questionnaire

The more we know about you, your group, and your organization the better the program! The answers to the following questions will help us custom tailor our presentation to the needs of your audience and will assist in keeping your schedule on time. Remember, we don't deduct for grammar! Please print. We would also appreciate receiving any information on your group that may help us with background (e.g., corporate reports, publications, services, etc.).

Please return to Steve Kissell, CSP, 1227 Manchester Ave. Norfolk, VA 23508-1122 one month before program. If you have any questions please call: (757) 423-3867 Fax: (757) 489-1587 or e-mail: KISSELLTALKS@cs.com

This pre-program questionnaire is for Steve Kissell's presentation on \_\_\_\_\_ for \_\_\_\_\_ .

Presentation title: \_\_\_\_\_

Any breaks? Yes or No

Time: \_\_\_\_\_

What is on the program just before and after I speak?

\_\_\_\_\_

Appropriate dress for presentation?

\_\_\_\_\_

Meeting title and theme?

\_\_\_\_\_

Sensitive issues that should be avoided?

\_\_\_\_\_

What specific objectives can I help you to accomplish at this meeting?

\_\_\_\_\_

Introducer's name: \_\_\_\_\_

Introducer's phone: (wk) \_\_\_\_\_

What speakers have you used in the past that covered topics related to the material I will be presenting for you?

\_\_\_\_\_

If I could wave a magic wand to solve a problem or to improve the climate in your organization, what would it be?

\_\_\_\_\_

Special jargon or terminology

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What is the mission/philosophy statement for your organization?

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How long has the organization been established?

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Key person(s) and phone numbers I can contact to get additional inside information:

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Are there any people you would like me to recognize? Please include reason, if desired.

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What are the most humorous events that have occurred within your organization during the past year?

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PLEASE PROVIDE INFORMATION ABOUT YOUR AUDIENCE.

Number in the audience? \_\_\_\_\_ # New people: \_\_\_\_\_

Age range \_\_\_\_\_

Educational Backgrounds \_\_\_\_\_

Percent Male: \_\_\_\_\_ vs. Female: \_\_\_\_\_

Will there be any special guests? Y N

Please explain: \_\_\_\_\_

Voluntary, mandatory, etc. \_\_\_\_\_

Two names of good-natured people that I could use to participate in the program (1 male, 1 female). Please note: It is important that any participants that we use are well known to the group and would enjoy the attention. Plus, they get a great gift from me! P.S. Please don't tell them they are involved - let it be a big surprise.

(1) \_\_\_\_\_ Title \_\_\_\_\_

(2) \_\_\_\_\_ Title \_\_\_\_\_

\* Since my program is interactive and tends to get quite loud, please do not schedule speakers in adjacent rooms during the program if possible.

Thanks for your help in making my presentation a success! **Steve Kissell**