



email: [speaking@margiewarrell.com](mailto:speaking@margiewarrell.com) website: [www.margiewarrell.com](http://www.margiewarrell.com)  
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## Pre-Program Questionnaire

Please take time to fill out the questionnaire so that Margie can tailor her message to your specific needs and email to [speaking@margiewarrell.com](mailto:speaking@margiewarrell.com) at least 3 weeks in advance of program.

In addition, please send any printed information relative to your company or organization corporate reports, news and press releases, and other collateral material. Also include any promotional material relating to your event.

Presentation Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address Details: \_\_\_\_\_

\_\_\_\_\_

Time frame? \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Any breaks? \_\_\_\_\_

What happens just prior to Margie speaking? \_\_\_\_\_

What happens just after Margie speaking? \_\_\_\_\_

Who will be meeting Margie on her arrival? \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

### About the Event:

Theme for event? \_\_\_\_\_

Specific purpose of this meeting (awards banquet, annual meeting, etc.)?

Appropriate dress code for presentation? \_\_\_\_\_

Introducer's name? \_\_\_\_\_ Phone# \_\_\_\_\_

Is there any publicity work Margie can do for you while she is at your event? Local press releases, radio or TV?

Who are the other speakers on the program?

Speaker: \_\_\_\_\_ Topic: \_\_\_\_\_

Speaker: \_\_\_\_\_ Topic: \_\_\_\_\_

If relevant, what speakers have you used in the past that covered topics related to the material Margie will be doing for you? \_\_\_\_\_

If you have any material you are using to promote the event could you please send Margie a copy to help her get a better understanding of your program.

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## About The Audience:

Audience Number? \_\_\_\_\_

Ratio of Men:Women \_\_\_\_/\_\_\_\_

Ratio of Executive/Non Executive \_\_\_\_/\_\_\_\_ or Business Owners/Corporate \_\_\_\_/\_\_\_\_

Age Range:

How else would you describe your audience, their concerns, the things that cause them stress and the goals they have? \_\_\_\_\_

Any sensitive issues that should be avoided? \_\_\_\_\_

Do you have any specific objectives for Margie's presentation?

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## About Your Industry (if relevant):

Problems? \_\_\_\_\_

Challenges? \_\_\_\_\_

Breakthroughs? \_\_\_\_\_

## About Your Organization:

Problems? \_\_\_\_\_

Challenges? \_\_\_\_\_

Breakthroughs? \_\_\_\_\_

Significant events (mergers, relocations)? \_\_\_\_\_

Is there anything else you need Margie to know about your event? If so, please specify below.

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