

Janet Tingwald

Speaker • Coach • Trainer

Pre-Event Questionnaire

Client Name:

Name of Your Group/Organization:

Website Address:

At your convenience, please complete the following pre-event Questionnaire so that I may properly research and customize your program to meet your specific needs.

1. The title of your event or retreat:

a)

Is there a theme or focus? Please elaborate.

2. Date(s) to be held:

3. Location of event:

Address:

Phone:

Website:

4. Explain your agenda and breakout sessions, including times:

5. What will take place before Janet's presentation?

6. What will take place after Janet's presentation?

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Pre-Event Questionnaire, *continued*

About the Audience

Your input here is helpful to better understanding the dynamics of your organization's specific culture and group make-up. It does not in any way affect the content of the program. It simply helps me as the presenter to better serve your specific audience.

14. Estimated number of attendees:

15. Percentage of males: Percentage of females:

16. Percentage of managers or supervisors:

17. Percentage of senior or executive level leaders: Other:

18. Group age range:

19. Others who may attend the event? (clients, spouses, contractors, vendors, etc.)

20. What are the names and titles of your top leadership who will be attending the event?

21. Is there any industry jargon or terminology Janet should be familiar with or recognize?

