



Belinda Mays

Pre-Program Questionnaire

Return via Email: belinda@belindamays.com or Fax# 770.982.9327

This questionnaire will help me help you to achieve your goal of having a very successful event.

Please complete all fields that apply, and attach any other printed information you feel would best help me understand your organization such as: orientation manuals, product and/or service brochures, annual reports, newsletters or magazines, etc. Be sure to include any promotional mailings and the agenda for the meeting.

Company Information		
Company Name:		
Contact Name:	Title:	
Address:		
City/State/Zip		
Office Phone:	Fax:	
Cell Phone:	Alt Phone:	
Email Address:		
Website URL:		
Date Info Requested:	Decision Date:	Event Budget:
Event Information		
Event Organizer's Name:	Phone:	
Date/Time of Event:	Length of Entire Event:	
Exact Address of Event:		
Exact Room Name and/or Room # where Speech will be delivered:		
Presentation Style: _____ Auditorium _____ Round Table _____ Seminar Table		
What is the overall Theme of the event?		
_____ Annual _____ Semi-Annual _____ Quarterly _____ Monthly _____ Kick-Off		
Event Day Contact:	Cell Phone:	

<http://belindamays.com> • email to: belinda@belindamays.com • fax to 770.982.9327

Event Information cont...

Exact Day/Time of Belinda's Presentation: Month _____ Day of week _____ Date# _____

Beginning at _____ am/pm and Ending at _____ am/pm

What time would you like Belinda to arrive at the meeting site?

Desired Speaker Attire:

Belinda's Role: _____ Opening Keynote _____ Break-Out _____ Luncheon _____ Closing Keynote

Purpose of Speech: _____ Inform/Educate _____ Persuade _____ Lecture _____ Inspire/Motivate _____ Provoke

Event Objectives – List 3 things you hope to accomplish at this event:

- 1.
- 2.
- 3.

Best time to do an AV/Sound Check:

Will there be other speakers? If so, who and what topics with they cover? Please explain:

Will the speakers be allowed to sell their products at this event?: _____ Yes _____ No - If yes, please provide all applicable do's & don'ts:

Will Belinda's presentation be recorded? _____ Yes _____ No – If Yes, who shall she contact to obtain a copy?: Name: _____ Phone: _____

Who will be introducing Belinda?

Introducer's Email:

Phone:

Is a photograph needed for advertising purposes? _____ Yes _____ No. – If yes, please provide the appropriate contact info of the person it should be sent to:

Name:

Title:

Email Address:

Phone:

Audience Information

Est. # of Attendees:

Male/Female Ratio:

Age Range:

What is the overall personality of the group?:

What is the hierarchy ratio of the audience?(ex. 30% managers, 70% staff; 100% association members, etc)

Are there any specific topics or phrases that Belinda should steer clear of? Any topics or phrases that she should emphasize?

List any current issues and/or challenges?:

What else does Belinda need to know about the audience?

If you are seeking customization, please provide the names & numbers of up to 3 people that Belinda can speak with.

- 1.
- 2.
- 3.

So that you can accomplish your goal of having a very successful event, do you have any other suggestions that would help Belinda make this the best event ever?

Logistical Information & Final Loose Ends

What is the name of the closest **major** airport to the meeting site:

What is the estimated distance and driving time) from the airport to the meeting site. Please take in consideration your event's day, time, and area's normal traffic patterns:

Please select your desired Pricing Structure:

_____ We will assign a company rep to make all of Belinda's air, hotel, and car arrangements and have them billed directly to our company account.

_____ We will pay Belinda a flat speaking fee + reimburse her for all related travel expenses.

_____ We will pay Belinda a flat speaking fee and she will be solely responsible for all of her travel arrangements and expenses.

Please list any final information or requests for Belinda here:

Thank you for your consideration and I look forward to speaking with you soon!

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