



FusionProductions

Pre-Program Questionnaire

Speaker Name

Program Organization / Conference Name

Today's Date

Location

City, State, Country

Program

a. Purpose:

b. Theme:

Theme Rationale

c. Title of Speaker's Program:

d. Objectives for session:

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e. Issues to Avoid:

f. Special Suggestions: (i.e. Audience interaction, etc.)

g. Ideas to Retain from Presentation:

h. How Message will be Reinforced After the Presentation:

i. Name / Title of Introducer:

j. Before your Talk:

k. Session Start Date/Time:

Your Presentation Begins:

l. No Breaks

Audience Information

- a. # attendees Spouses?
- b. Males % Females %
- c. Average Age
- d. Educational Background:
- e. Job Titles:
- f. Other:
- g. Top Organization VIP's:
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General Background Information

- a. Shared Concern:
- b. Challenges:
- c. Changes:
- d. Areas for Improvement:
- e. Walk Away Message:
- f. Other Speakers Attendees will Hear:
- g. Significant Event:

Logistical Information

Problems: Call
Mobile Phone:
Office
Fax

Contact upon arrival:

Upon Arrival:

Hotel Reservations:

Set-up and Rehearsal: