



Pres Vasilev

2013 World Champion of Public Speaking

PRE-PROGRAM QUESTIONNAIRE

Thank you for hiring Pres to speak at your next event. We look forward to working with you. By answering all questions below as completely as possible, you will enable Pres to customize his keynote/training to the exact needs of your group and help ensure your event is a success. Feel free to skip any questions that are not relevant to your particular program. When returning this form, please also **include any material that will help familiarize Pres with your organization: brochures, annual reports, newsletters, magazines, etc.** We will then schedule a live teleconference between Pres and your content decision makers to discuss the program.

The Coordinator

Who is in charge of coordinating Pres to speak?

Name: _____ Company: _____

Title: _____ Phone: _____

Address: _____

Email: _____ LinkedIn Profile: _____

Best time to call

Time: _____ Days: _____ Time Zone: _____

Please attach a photo or a link to the person's LinkedIn or Facebook profile.

Who is in charge of coordinating Pres while onsite? (if different than above)

Name: _____ Company: _____

Title: _____ Phone: _____

Address: _____

Email: _____ LinkedIn Profile: _____

Best time to call

Time: _____ Days: _____ Time Zone: _____

Please attach a photo or a link to the person's LinkedIn or Facebook profile.

The Event

1. Why did you hire Pres and what is most important to you in the working relationship with Pres?

2. What is your conference theme?

3. What is the specific purpose of your event?

- Annual meeting Awards ceremony Company training Sales kickoff

Other: _____

4. What are your specific objectives for Pres's keynote?

5. What specific sensitive topics should Pres avoid, if any?

6. Name the speakers you used for this event before. What did you like and dislike about their keynotes?

7. Who are the industry leaders and/or company executives who will also speak at your event?

8. Who will speak right before Pres and how long will they speak? Any chance they might speak longer or shorter than planned? What is their topic?

9. Who will speak right after Pres and how long will they speak? What is their topic?

10. Where will Pres sit before he speaks? Head table Back of room Behind stage

Other: _____

11. Where will Pres sit after he speaks? Head table Back of room Behind stage

Other: _____

12. Will there be a Q&A after Pres speaks? If so, will this be included in the allotted time?

13. Do you have any specific suggestions to help Pres make this program your best ever?

The Presentation

1. What is Pres's primary role in your program? Opening or closing Keynote Breakout session

Other: _____

2. How should Pres deliver most of his content?

Facts and Examples Personal Stories Exercises Audience Involvement Handouts

3. Other than the primary topic, what themes would you like to see laced into Pres's keynote?

4. What three concepts/ideas/skills would you like your audience to leave with after Pres's keynote?

1. _____

2. _____

3. _____

5. Best time for Pres to do his A/V check (in military time)?

Time: _____

6. Pres will start speaking at exactly what time (in military time)?

Time: _____

7. Pres will finish speaking at exactly what time (in military time)?

Time: _____

8. TOTAL ALLOTTED TIME FOR PRES TO SPEAK (in minutes):

Time: _____

9. You prefer training session breaks at what times (in military time)?

Times: _____

10. Who will introduce Pres (on stage) before he speaks?

Name: _____

Phone: _____

Title: _____

Email: _____

Best time to call

Time: _____

Days: _____

Time Zone: _____

NOTE: You can obtain Pres's standard introduction at www.PresSays.com/meeting-planners.

11. When his keynote is over, how should Pres exit the stage?

Wait for someone to meet him on stage

Exit out of the back doors

Other: _____

12. How will your audience be dressed?

13. How should Pres be dressed? Suit and tie Sport coat and open-collar shirt Slacks and shirt

Other: _____

14. How will the room be set for the audience to sit?

Rows of chairs

Round tables

Stadium seating

Other: _____

NOTE: If Pres has the option to choose, for a keynote, he prefers no tables. Rows of chairs with aisles on the sides (no center aisle) work best and 10% less chairs than expected guests. For a training workshop, classroom style seating works best. In both cases, it's best to keep the room temperature at 68°F or lower and have the lights turned up to full.

15. Will there be video crew for Pres's keynote?

Name: _____ Company: _____
Email: _____ Phone: _____
Address: _____
Best time to call
Time: _____ Days: _____ Time Zone: _____

The Audience

1. Number of people attending: _____
2. Are spouses attending? Yes No
3. Percentage of males: _____ Percentage of females: _____
4. Average age of group: _____ Age range: _____ to _____
5. Average annual income: _____ Income range: _____ to _____
6. Educational background: _____
7. Name three key people in your group who will be in the audience. With your permission, Pres may want to contact them to discover more information about your company and the event.

Name: _____ Phone: _____
Title: _____ Email: _____
Best time to call
Time: _____ Days: _____ Time Zone: _____

Name: _____ Phone: _____
Title: _____ Email: _____
Best time to call
Time: _____ Days: _____ Time Zone: _____

Name: _____ Phone: _____
Title: _____ Email: _____
Best time to call
Time: _____ Days: _____ Time Zone: _____

8. Who will be the highest-ranking people in the audience?

9. What are the major job responsibilities of the audience members?

10. What three things keep your people up at night?

- 1. _____
- 2. _____
- 3. _____

11. What are their hopes and dreams?

12. What kind of work environment does the average employee have?

- Cubical Driving Flying Long trips Meetings

Other: _____

13. What is their average length of employment/association with your company or group?

14. Outside of your organization, what organizations do they belong to?

15. Are attendees there voluntarily or is the program mandatory? If mandatory, how receptive are the attendees to this program?

16. Will the attendees have to pay individually or is it a company/association sponsored event?

17. Is there any industry jargon that Pres should know?

18. Are there any company-wide humorous stories that Pres should know about?

The Background

1. What does Pres need to do to make his keynote/training meaningful for you and your group?

2. What are the biggest challenges your industry faces?

3. What are the recent breakthroughs in your industry?

4. During the past year, what are the most significant events that have affected your industry, organization, or group? (i.e. mergers, downsizing, hiring, etc.)

5. What are three challenges your organization faces on a daily basis?

1. _____
2. _____
3. _____

6. What are three specific things I should know about your group?

1. _____
2. _____
3. _____

7. What are three challenges your people/members face on a daily basis?

1. _____
2. _____
3. _____

8. What three specific activities/behaviors separate your high-performance people from your average/below average performers?

1. _____
2. _____
3. _____

9. What areas of overall performance are ripest for improvement?

10. What is the problem the audience has for which Pres's expertise is the solution?

11. What would you like your people to do differently as a result of Pres's keynote?

12. What ONE challenge would you like to see your company/people improve in the most?

13. Tell us a little about your company culture.

14. What is one common misperception about your company or organization?

15. What is the internal and/or external slogan that your company uses?

Internal: _____

External: _____

16. What is the primary product or service you offer?

17. What are three major benefits that you offer to your customers/clients?

- 1. _____
- 2. _____
- 3. _____

18. What are three achievements that your organization is most proud of?

- 1. _____
- 2. _____
- 3. _____

19. What are the names of the people in your organization who are responsible for:

Sales Training: _____

Marketing: _____

Management: _____

Meeting Planning: _____

20. What do your people need to succeed?

21. Before or after Pres's keynote, would you like for Pres to train your executives or young professionals on how to improve their communication and speaking skills?

Yes No

The Logistics

1. What airport should Pres fly into?

2. How should Pres travel from the airport to the hotel? Take a cab Rent a car Driver will pick up

Other: _____

3. Where will Pres stay?

Hotel Name: _____ Phone: _____

Address: _____

4. Would you like Pres to notify someone after he arrives at the hotel? If so:

Name: _____ Phone: _____

Title: _____ Email: _____

5. Where will Pres speak?

Meeting facility name: _____ Address: _____

Meeting room name: _____ Phone: _____

6. Who should Pres contact at the meeting site?

Name: _____ Phone: _____

Title: _____ Email: _____

7. Are there any pre-meeting engagements (i.e. breakfast or lunch)? If so, where and when are they scheduled and with whom?

8. What time should Pres be leaving to head to the airport?

9. Is there anything else you would like Pres to know about your meeting that you have not yet addressed?

Thank you for taking the time to complete this form. It helps ensure your event is a success!

Please return form to pres@pressays.com.

Email Form