



## PRE-PROGRAM QUESTIONNAIRE

By answering all questions below as completely as possible, you will enable Pres Vasilev to customize his presentation to the exact needs of your group. Please skip any questions that are not relevant to your program.

When returning this form, please also **include any material that will help familiarize Pres with your organization: brochures, newsletters, magazines, etc.**

We will then schedule a phone call between Pres and your content decision makers to discuss the program.

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### The Program

**What is your conference theme?**

**What is the specific purpose of this event?**

**What are your specific objectives for my presentation?**

**How will you measure the success of this event and my participation?**

**What specific sensitive topics should be avoided?**

**What takes place before and after my presentation?**

Who are the other speakers on the program (if any)?

Have you used speakers in the past for this program? If so, who? What did you like and dislike about those presentations?

Do you have any special suggestions to help me make this program your best ever?

## The Audience

Number attending: \_\_\_\_\_

Are spouses attending? \_\_\_\_\_

% male \_\_\_\_\_

% female \_\_\_\_\_

Average age of group: \_\_\_\_\_

What are the major job responsibilities of those in attendance?

## General Background Information

**Industry**

**Current Problems:**

**Current Challenges:**

**Recent Breakthroughs:**

**Organization**

**Current Problems:**

**Current Challenges:**

**Recent Breakthroughs:**

**People/Audience**

**Current Problems:**

**Current Challenges:**

**Recent Breakthroughs:**

**What three things do you think I should know about your group?**

**What specific activities/behaviors separate your high performing people from your average/below average performers?**

**What areas of overall performance are ripest for improvement?**

**Meeting facility name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**How do I get from the airport to the meeting facility?**

**Name of hotel where I'll be staying:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Length of talk:** \_\_\_\_\_

Reinforcement of the skills and concepts gained during the program is an important part of the learning experience. To facilitate this, we offer a comprehensive online training course, which is available before, during, or after the program. How would you like to handle this?

- Please call me as soon as possible
- Please call me nearer the program
- Please contact me after the program

Thank you very much! We look forward to serving your organization.

**Please return form to [pres@pressays.com](mailto:pres@pressays.com)**

