

Preprogram Questionnaire Kevin Sweeney Speakers

Kevin will be presenting to your organization and he needs your help!! He would like to specifically meet your needs with his presentation. Would you take a few moments to give us the answers we need?

Please fill in the answers to the question below to the best of your knowledge. Please make sure you fill in the answers to all the questions.

Also please send us any information on your group that may help: corporate report, news publication, etc.

Return this questionnaire via email or regular mail to:

Kevin@SweeneySpeaks.com

or

Kevin Sweeney
Kevin Sweeney Speakers
100 Clear Lake Court
Southlake, TX 76092-7304

Your Name:

Your Title:

Organization:

Address: _____

Telephone: _____

Email: _____

Logistics Information

Appropriate dress code for the presentation?

Location of presentation, venue name:

Address: _____

Phone: _____

Location at the site: _____

Airport to arrive at: _____

Hotel requirements:

How will Kevin be transported from the airport to your site?

Taxi _____ Car rental _____

Pickup person: _____ Pickup person's name: _____

Phone: _____

If an emergency occurs on the way to the site, who would be an alternative contact if you are unavailable?

Name: _____

Phone: _____



Organization Information

TELL US ABOUT YOUR ORGANIZATION

Organization web site: _____

Recent Successes:

Main Competitors?

Challenges?

Breakthroughs?

Significant events (re-organizations, mergers, relocations)?

What three facts should I know about your group before addressing them?

1. _____
2. _____
3. _____

What are your key business drivers?

What is everybody talking about at the water cooler recently?

Any organization/industry slang that would make me 'in the know'?

What important trends do you see occurring in your industry within the next few years?

What is your organization doing to prepare for these new trends?

Please provide the names and titles of some of the key individuals in your organization?

| | |
|-------------|--------------|
| Name: _____ | Title: _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Conference Information

Conference theme?

Specific purpose of this meeting (annual meeting, kickoff mtg., awards banquet, etc.)

Specific objectives for this meeting?

Your specific objectives for Kevin's presentation?

Kevin's Presentation Title:

Date: _____

Start time: _____ End time: _____

Introducer's name: _____ Phone number: _____

What happens just prior to when Kevin speaks?

What happens just after Kevin speaks?

AV Requirements

Kevin's Computer _____ USB stick to load on client computer _____

LCD hookup with sound for Computer _____ Lavalier Microphone _____

Two plain chairs on stage _____

Following the presentation delivery Kevin makes his books available for sale to the audience. Do you have any specific procedures you would like followed for this process?

Other speakers on the program?

Speaker: _____ Topic: _____

Speaker: _____ Topic: _____

Speaker: _____ Topic: _____

Speaker: _____ Topic: _____

What would make Kevin's presentation the most meaningful for your group?

Will Kevin's presentation be taped? _____

Audience Information

Number attending: _____ Percentage of male to female: _____

Spouses coming: _____ Average age: _____

Educational background: _____

Major job responsibilities of the audience: _____

What separates your high-performance people from the others?

THANK YOU!!