

## PRE-PROGRAM QUESTIONNAIRE

In order for Gary to be fully prepared for your program, please take some time to answer the following questions. The more details you give, the better he will be able to customize this program.

1. Name of organization:

2. Time and date of presentation:

3. Composition of audience...  
age range?

male/female ratio?

titles and education backgrounds?

What other key people will be in the audience?

4. Number expected to attend:

5. Length of presentation:

6. What is the theme/title of your meeting?

7. What do you think would be the most effective style for your theme? (Motivational, humorous, interactive or educational?)

8. What is your organization's mission statement?

9. What are your objectives for this meeting?

10. What are the current concerns/problems/challenges facing your organization?

11. Are there any sensitive topics that should be avoided?

12. What are some unique characteristics of your organization/industry?

13. What will be taking place immediately before/after our program?

14. Who has presented programs for your organization in the past, and what did the programs cover?

15. Who can be contacted in case of an emergency or problem immediately prior to the event?

16. What else should I know about your organization that would make this program more meaningful?

Thanks!

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