



Pre-Program Questionnaire for a 3D Speaking Engagement

This pre-program questionnaire is to assist me in preparing a presentation to your group. My objective is to meet your specific needs. Please answer these questions and provide any additional information that will help me make this your greatest event ever!

Once completed, return to mohamed@3dspeaking.com

A Word version of this document is available for your convenience.

If you have any questions, please let me know. Thanks!

YOUR COMPANY'S INFORMATION

Organization Name:

Mailing Address:

Phone:

Fax:

Email:

Website:

PROGRAM OBJECTIVES

Program/Conference Theme:

Date:

Start Time:

End Time:

Prior to my presentations, what is on the program?

-
-
-

Specific objectives for my presentation?

-
-
-



How will you measure the success of this event and my participation?
(Please be as specific as possible)

-
-
-

What sensitive topics should be avoided?

-
-
-

AUDIENCE

Number expected to attend?

Male / Female Ratio:

Countries represented:

-
-
-
-
-

Professional / Educational Backgrounds:

-
-
-
-
-

Areas of Job Responsibilities:

-
-
-
-
-

Is the event **voluntarily (A)** or **mandatory (B)** for attendees?

-



ADDITIONAL PROGRAM INFORMATION

Are there other presenters who will speak before me? If so, who?

Speaker & Topic (1):

Speaker & Topic (2):

Speaker & Topic (3):

Speaker & Topic (4):

Have you used speakers in the past for this program? If so, who?

Speaker & Topic (1):

Speaker & Topic (2):

Speaker & Topic (3):

Speaker & Topic (4):

What positive and negative comments did you receive about their presentations?

-
-
-
-
-

MORE AUDIENCE INFORMATION

Achievements? Challenges? What keep them awake at night?

-
-
-
-
-



What makes someone a peak performer in your in your organization/company/group?

-
-
-

LOGISTICS

Event Location:

Name & Email of the Person who will introduce me to the audience:

-
-

Note: A customized introduction will be provided.

Will the presentation be taped?

- Yes
- No

What is the usual seating arrangement of the hall?

- Classroom
- U Shaped
- Round Tables

Is it ok if I offer my materials for sale during the event?

- Yes
- No

Audio/Video Requirements:

The Speaker will require a Wireless Lavalier Microphone and a backup handheld wireless microphone with a good range to reach out the delegates. In addition, a projection screen and an audio cable should be available in case the speaker decides to use visual aids.

Transport & Accommodation:

The Client shall arrange and pay for round trip airline tickets from the Speaker's airport to the venue's airport for the Speaker; ground transportation for the Speaker between the venue's airport and the Speaker's hotel; hotel accommodations for the Speaker.

Most Importantly:

Bring your smile with you.

We look forward to serving YOU!