



Pre-Event Questionnaire

In order to customize her presentation for your specific needs, Maureen will schedule a pre-planning phone call, to discuss the questions below. Please fill out as much as you can from this Pre-program Questionnaire and email to maureen@maureen.z.com if possible prior to the call. Or, you can text a photo of the answers to Maureen at (330) 441-0722

Name of Organization

Website

Type of event:

Date & Time of Maureen's Program:

Location/venue:

Primary Contact Person, name, Title, phone (Prior to Event)

Primary Contact Person, name & title (At the Event) if different from above contact.

Who will be introducing Maureen?

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Maureen Zappala
330-441-0722
maureen@maureen.z.com





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Closest airport for Maureen to fly into:

Is the client booking the hotel for Maureen? What hotel? Hotel reservation number?

Maureen has an introduction (different than her bio). What's the email she should send that to?

Please list some speakers you've had in the past.

What has worked or not worked with this audience in the past?

Are there any acronyms, phrases, or jargon that Maureen should incorporate into her presentation?

What is the conference/event theme or focus?

Are there any taboo subjects to stay away from?

What is the conference social media hashtag?





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What is happening immediately BEFORE Maureen's presentation?

What is happening immediately AFTER Maureen's presentation?

Who else is speaking at this event?

Date and time of sound check with A/V team:

Is there a program or reception the night before that you would like Maureen to attend?

If YES, please provide details about this event or reception.

Anticipated audience size for Maureen's program?

Audience demographics: (Percent Male/Female, Average Age, Age Range, etc)



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Describe the audience professional makeup. (i.e. Executives, Managers, Employees, Clients, time with the organization, skill background, job titles...)

Who are the key executives, customers, sponsors or VIPs in attendance?

Anything else Maureen should know about this audience?

What are you hoping to gain by having Maureen speak to your group?

What questions do you have for Maureen?

Name and contact info of person completing this questionnaire: