

Please take a moment to complete both pages of this survey. Your answers will help me tailor the presentation to your group.

1. THE EVENT

Your Organization Name:
Theme:
Purpose of the Meeting:

Is this a:

- Conference
- Business Meeting
- Retreat
- Banquet
- Other:

<u>Event Site Location:</u> Address:
Phone & Contact Person:

Recommended Attire for Men:

- Very Casual (jeans)
- Shirt & Tie (no jacket)
- Suit / Sport Coat
- Pocket Protector & White Shirt
- Business Casual
- Toga
- Other

2. MY PRESENTATION(S):

A. Date ___ / ___ / ___ Starting at: ___:___ am/pm Duration _____ *Setup time: _____

B. Date ___ / ___ / ___ Starting at: ___:___ am/pm Duration _____ *Setup time: _____

C. Date ___ / ___ / ___ Starting at: ___:___ am/pm Duration _____ *Setup time: _____

***Setup time for my programs is no less than 15 minutes.**

This may be done just prior to my event(if you have a break scheduled) or it may be done earlier in the day, with the prop tables carried to the front of the room just before Tim takes the Stage.

Please contact Tim for more information or questions 1-800-865-9939

Please list a few job situations or duties that can cause stress to my audience as they do their work:

- a. _____
- b. _____
- c. _____

What are some of the things that the public / customers / coworkers say or do, which may be causing stress at work:

- a. _____
- b. _____
- c. _____

Are there any specific items you would like me to *address* Y / N ; *or avoid* Y / N in my seminar?

Would you like me to contact you to discuss any of the items on this survey? Y / N

Call: _____ Phone: _____ When: _____

In case of emergency, who can Tim contact, on site of the event, or within 24 hours of the event?

Name : _____

Telephone / Business: _____

Telephone / Home: _____

Telephone / Cell: _____

Completed by: _____ on _____ / _____ / _____