

PRE-EVENT QUESTIONNAIRE

Thank you again for having me present at your event.

Please take a moment to fill-out this guestionnaire. It will help me tailor the presentation to your group.

I know it looks like a lot and a bit overwhelming, but the more details the better. Also, please note, that some questions may not apply and you may skip over them.

If you prefer to go over the information with Tim on the phone, that's fine too. You can use this as a guide of the type of information that Tim will be asking you.

The form has been created with Adobe fillable form fields using a common font (Arial), so hopefully you will not encounter any issues.

If you do have issues, I would greatly appreciate it if you bring them to my attention so I can have my staff look into it.

Finally, if there is any information that you feel would be helpful in making your event a success that I did not ask, please feel free to include it in a separate attachement or email.

Okay, let the fun begin...

Laughter Becomes You

GUIDES

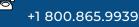
Bio Introduction Event Success Guide Program Information Pre-Event Questionnaire

CONTACT

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Organization Name

EVENT INFORMATION

Theme of Event	Type of Event:			
	Conference			
Purpose of the Event	Business Meeting			
	Retreat			
	Banquet			
Event Site Address	Sales Kickoff			
	Training			
	Other			
Onsite Contact Person				
	Recommended Attire for Men:			
	Suit / Sport Coat			
	Shirt & Tie (no jacket)			
Emergency/Backup Contact Person	Business Casual			
	Very Casual (jeans)			
	Pocket Protector & White Shirt			
	Toga			
	Other			

MY PRESENTATION(s)

Date (mm/dd/yy) Start Time (hh:mm am/pm) Duration (mins) Setup Time (hh:mm am/pm)

А

В

С

Setup time for my program is no less than 15 minutes.

The 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 I take the stage.

Also please allow extra time and provide assistance if programs will be located in different rooms, especially when programs are back-to-back.

AUDIENCE INFORMATION

Type of Work Performed by Group		Who Will Attend?				
			Executives			
			Supervisors			
How Much Do Audience Member Travel		Travel	Managers			
Air % Land %		Sea %	Line Staff			
			Maintenance Staff			
Name of Your Computer System			Support Staff			
			Other			
Top Ranking Person(s) in My Audience						
			Employed By:			
			Business			
Other Notable Dignitaries			Self-Employed			
			Non-Profit			
			Federal			
		State				
			County			
Will Children Be	In Attendance		International/Foreign State			

Estimated number of attendess, their age, and gender for the entire event and my programs

	Attendees (appox)	AGE (young to mature)	WOMEN (# or %)	MEN (# or %)		
Tota	al					
А						
В						
С						
	The above numbers do not have to be exact. They provide me with an estimate of the quantity of					

The above numbers do not have to be exact. They provide me with an estimate of the quantity of props I should have on hand. Many people enjoy taking them home to remind themselves of the lessons learned.

TOPICS OF DISCUSSION

Please list a few job situations of duties than can cause stress to my audience as they do their work. (3 each)

What are some of the things that the others (i.e. public/customers/coworkers/etc) say or do, which may be causing stress at work or in the daily lives of my audience?

Are there any specific topics you would like for me to address that has not been asked?

Are there any specific topics you would like for me to avoid (i.e. the elephant in the room; please note that I do not talk about sensitive, culture or political topics during any of my programs. Everything is fun and clean.)?

TIM'S TRAVEL

Since you know the area better than I, what is the estimated travel time from the airport to the event site and are there any special directions I should know about?

Are there any special directions I should know about? (i.e. avoid Gate A, check in with security in building B)