

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.

3. TIM'S TRAVEL:

Closest airport to event site: _____ N/A _____

Recommended transportation mode from airport to hotel or event site is (shuttle / cab): _____

_____ phone: _____

Estimated travel time from airport to site is: _____

Special Directions: _____

4. THE AUDIENCE:

Estimated number of people each program: a. _____ b. _____ c. _____ Age: _____ to _____

Children in attendance? Y / N _____ % female _____ % male

<u>Briefly, what is the nature of the work performed by the group</u>
<u>How Much Do Audience Members Travel?</u>
Percent of air travel _____ %
Percent of ground travel _____ %

Who Will Attend?

- Executives
- Supervisors
- Managers
- Line Staff
- Maintenance Staff
- Support Staff
- Other:

Employed By:

- Business
- Self-Employed
- Non-Profit
- Federal
- State
- County

The name of your computer system: _____

Top ranking person(s) in my audience: _____

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 _____ / _____ / _____