

PRE-EVENT QUESTIONNAIRE

for LISA RICKWOOD



This Pre-Program Questionnaire will enable Lisa Rickwood to fine-tune her presentation to suit the exact needs of your group. Copy and paste in Word file.

Best time for Lisa Rickwood or Representative to reach you: (Lisa's in Pacific Time)

I. YOUR PROGRAM

1. What is the meeting theme?
2. What is the specific purpose of this meeting?
3. What type of meeting is it? (Annual meeting, awards ceremony, sales kick-off, etc.)
4. Who (if anyone) is on the program just before Lisa and what is their presentation topic?
5. Who (if anyone) is on the program right after Lisa and what is their presentation topic?
6. Which company executives and/or industry experts will be speaking at this meeting?

II. THE PRESENTATION

1. What is Ms. Rickwood's role in your program (opening/closing, keynote, breakout, etc.)?
2. What are the exact times for Lisa's presentation?
Start Time: _____ End Time: _____
3. How will most of the audience be dressed?
4. How will the executives be dressed?
6. Who will be introducing Lisa to your group?
7. What is most important to you concerning the content of Lisa's program?
(ex. use of examples, exercises, handouts, etc.)

III. THE AUDIENCE

1. Number in the audience: _____ Are spouses invited? _____
2. Male/Female Percentage: M _____ F _____
3. Average age of attendees? _____

IV. LOGISTICAL INFORMATION

1. Hotel Name & Address

Phone:
Fax:
2. Hotel Confirmation Number:
3. Name of meeting room:
4. Into what airport should we schedule Lisa's flight?
5. How far is the hotel from the airport?

6. How should Lisa travel to the hotel? (take a cab, rent a car, driver will pick up, etc.)?

7. Would you like Lisa to notify someone after she arrives at the hotel?
If so, whom shall she contact:

8. Contact at meeting site:

Name:

Title:

Phone:

9. Are there any pre-meeting engagements (i.e. breakfast or lunch)?

If so, where and when are they scheduled:

10. Do you have any questions about Lisa's program?

Please copy and paste this questionnaire into your word processing program.

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Lisa Rickwood's Phone: 1.250.741.7511