



PRE-PROGRAM QUESTIONNAIRE

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Speaker's Name: Tim Sparks Event Date: _____

Organization Name: _____

Organization Website: _____

Contact Name: _____ Contact Phone #: _____

Make up of Audience:

How will the audience be dressed?

Casual _____ Business Casual _____ Business _____ Semi-Formal _____ Formal _____

Details of Meeting / Event:

Background of Organization Conducting the Meeting/Event:

Organization's Goals for The Speaker's Presentation (What outcomes/results are you hoping for?)

Are there any sensitive areas about which the speaker should be aware?

Anything else you feel may help the speaker to be as effective as possible:

Meeting theme if you have one:

Other professional “fee paid” speakers who will be part of the program (your agenda for the day):

Other professional “fee paid” speakers who this group has heard at previous similar meetings or events:

Important:

Please send us any brochures, flyers, agendas, newsletters, catalogs, annual reports, etc., that might help the speaker be that much more familiar with your group, organization, or function—especially any promotional materials that go out to the attendees regarding the meeting/event. We will send them on to the speaker.

If you will be using an evaluation form for the speaker’s presentation, please send us a copy in advance so the speaker will know how he is being evaluated.

Please remember, you may only audio or video tape the presentation if a previous written agreement with Blue Ridge HR has been executed, which spells out the royalties and details required by the speaker.