

Pre-Program Questionnaire

The purpose of this questionnaire is not to create additional work for you, but to significantly increase the value of the program for your audience. Please fill in the blanks, save as a PDF, and email it to:

andrew@andrewmccrea.com. *Thanks!*

This questionnaire will enable Andrew to tailor his presentation to the specific needs of your group. Please answer all questions as completely as possible, but feel free to skip those which would duplicate a previous answer or which might be irrelevant to your organization. Please include whatever printed information is available which you feel would help Andrew understand your organization's people, products/services and industry.

Name of Client or Group: _____

Date of Program: _____

Program Topic: _____

Client Contact Information

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

Website URL: _____

Logistics

Meeting Location: _____

Address: _____

Phone: _____

Fax: _____

Meeting Room: _____

Closest Airport: _____ Distance from Airport (miles) _____ (minutes) _____

Andrew's Hotel Name: _____ Confirmation Number: _____

Hotel Address: _____ Phone: _____

Lodging Requirements: Please reserve a king-bed, non-smoking room for the night prior to the event, guarantee for late arrival, and direct bill room and tax to a master account. Andrew usually arrives the night prior to his presentation, and will depart after his presentation. We will email you his itinerary prior to the meeting.

The Event:

Meeting Start Time: _____ End Time: _____

Andrew's Program Start Time: _____ End Time: _____

Meeting Attire:

Business Business Casual Business Semi-formal Formal Other

Who will introduce Andrew?

Name: _____ Title: _____

Meeting Theme & Purpose: _____

Top 2 Objectives for Andrew's presentation:

1. _____

2. _____

Audience:

Number of Attendees Expected:

General Age Range:

Spouses Invited?

YES NO

Andrew McCrea

COMMUNICATIONS

The Organization:

Mission Statement or Key Phrases Often Used: _____

Other Information:

How did you hear about Andrew McCrea?

Are there any other speakers on the program? YES NO

If yes, please identify them by name and topic to be discussed:

What Speakers have you had in the past? _____

Other Resources:

Products:

Clients are often interested in providing a learning resource as a gift to attendees to extend the value of Andrew's presentation. Are you interested in obtaining product information? YES NO

