Annie Meehan

Speaker ◆ Author ◆ Consultant

Pre-Program Questionnaire

Thank you! I am excited about speaking for your organization and working with you to make your event a success! This questionnaire is our first step in creating an effective presentation that achieves the results you want. Please take a few moments to review these forms, answer the questions (as much as you can), and we will be in touch to discuss your answers and create your perfect program!

Your Event

1. Name (the official name you use) of organization: _____
2. Address of organization: _____
3. Name of event (annual meeting, regional rally, industry conference etc.) _____
4. Event date(s): Begins _____ Ends_____
5. Event location: _____
6. Event theme: _____
7. What is the purpose/goal of your event? _____

Annie's Presentation

1. Date that Annie is speaking: _____
2. Start time of presentation: _____ End time: _____
3. Room in which Annie is speaking: _____
4. Event function: General session keynote: _____ Concurrent session or breakout: _____
5. Annie's presentation topic: _____
6. Name of person introducing Annie: _____
7. Best time for Annie to do AV check: _____
8. Speaker's attire: _____
9. What are the three most important objectives for Annie's presentation?
    a. _____
    b. _____
    c. _____
10. Are there any sensitive issues that should be avoided? _____

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Your Audience

1. Approximate attendance: _____
2. Are spouses invited? Yes No
3. Percentage of males/females: _____
4. Average age of audience: _____
5. Who will be attending (i.e., executives, managers, employees, customers, clients, etc.)? _____
6. What are the top two challenges your audience is facing? _____
7. What are the top two opportunities your audience has? _____
8. What key take-aways to you want your audience to get/learn from _____

General Background Information

1. Please provide a brief description of your organization: _____
2. What term is used to refer to your customer (such as customer, patient, client, buyer, etc.)? _____
3. Is there any lingo that Annie should be familiar with (acronyms, tag lines, etc.)? _____ _____

Lodging & Ground Transportation

Will you be making lodging and ground transportation arrangements, or is Annie responsible?

1. Name of hotel: _____
2. Address of hotel: _____
3. Telephone: _____
4. Confirmation # for Annie's reservation: _____
5. Date(s) of lodging: _____

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Air Travel

Annie will make her airline reservation, with respect for expenses and arrival time for the client

1. Nearest airport: _____
2. Distance to hotel from airport: _____

Ground Transportation

1. Distance of nearest airport to hotel: _____ miles
2. Ground transportation upon arrival in host city (from airport to hotel):
   Taxi ____ Shuttle Service ____ Arranged car or limo service ____
   a. If hired car, name of transportation company: _____
   b. Telephone contact in event of emergency: _____
   c. Confirmation #: _____
3. Ground transportation from hotel to venue (if different from hotel): _____
   Time of pick-up from hotel: _____
4. Ground transportation from venue back to airport:
   Taxi ____ Shuttle Service ____ Arranged car or limo service ____
   a. If hired car, name of transportation company: _____
   b. Telephone contact in event of emergency: _____
   c. Confirmation #: _____

Audio Visual Requirements for Keynote Presentations

The following are required:

- One wireless lavalier microphone
- Screen
- Projector
- Laptop or ability to plug in flash drive
- What is the style of room set up: round tables, conference room etc.?