



**PRE-PROGRAM QUESTIONNAIRE**

*Please complete as many questions that are applicable to your group and email to [becca@troutmarketing.com](mailto:becca@troutmarketing.com) as soon as possible.*

**CONTACT INFORMATION:**

Complete Name of Facility or Group:

Website:

Contact Person and Title:

Address:

City/State/Zip:

Email Address:

Work Phone Number:

Fax Number:

Cell Phone Number:

Evening or Emergency Contact Information:

**PROGRAM INFORMATION:**

Event Name or Reason:

Date:

Time:

Event Location:

Address:

City/State/Zip:

Chosen Topic/Title:

Format (Key Note, Seminar, Workshop):

Additional Break Out/Small Group Session Requested?:



TRANSPORTATION INFORMATION (if applicable):

Closest Airport:

Number of miles from airport to meeting site and hotel:

Will someone be meeting me? If so, please provide name, location, and time.

Specific directions to the meeting location and contact person at the meeting site:

What form of transportation will be provided to the meeting site?

HOTEL INFORMATION (if applicable):

Hotel Name:

Hotel Address:

City/State/Zip:

Phone Number:

Reservation Confirmation Number:

Will the hotel be directly billed to you (the client)?

*This questionnaire is designed to help Becca prepare the best possible presentation for your organization. Please answer any applicable questions—the more details the better! Thank you!*

1. What is the specific purpose for this meeting? Do you have a theme that will be used?
2. What are the objectives that you desire from the presentation?
3. What is the philosophy or mission statement for your organization?



4. What are some of the challenges faced by the individuals in the audience and what are some current challenges and break-throughs experienced by your organizations?

5. Any issues to avoid?

6. What is your organization's greatest accomplishment during the past year?

7. Please provide a brief description of the audience (Ex: Sales, Management, Educators).

8. What is the approximate ratio of male to female, average age, and approximate number attending?

9. How many employees are in your organization and number of offices or branches?

10. Previous speakers you've employed

11. What takes place immediately before and after my program (meal, break, another speaker, etc.)



12. My presentation begins and ends at:

13. Who is the person introducing me?

14. What is appropriate attire?

15. If available, please send the following materials: Meeting Agenda/Invitation, Promotional Materials for the Event, Newsletter/Brochure/Flyer.

16. Please use the space below to include any additional information that you feel would be helpful for Becca to customize the presentation for your event.

***Thank you for taking time to complete this questionnaire. Please save and email to [becca@troutmarketing.com](mailto:becca@troutmarketing.com).***