

Chris Elliott

Connecting People. Empowering Change..

614-218-3701 • cl Elliott@chris-elliott.com • www.chris-elliott.com

Pre-Program Questionnaire

Please answer these questions to enable Chris to prepare the best program to suit your specific expectations and needs.

When completed, please e-mail to: cl Elliott@chris-elliott.com

If you have any questions, please phone Chris at 614-218-3701.

Organization Name: _____

Mailing Address: _____

Phone: _____ e-mail: _____

Website: _____

Principal program contact: _____

Program Details and Objectives:

Program Theme _____

My Presentation's Title: _____

Date: _____ Start Time: _____ End Time _____ Length _____

Location of the event (street address) _____

Location of the event (City/State/Zip) _____

What is scheduled just **before** Chris speaks? _____

What is scheduled just **after** Chris speaks? _____

Are any breaks desired (and if so, how many and how long)? _____

How will you measure the success of Chris's program? _____

Are there any sensitive topics to the organization that should be avoided (if so, specify):

Attendees:

Number attending? _____ % male _____ % female _____

Educational Backgrounds _____

Major job responsibilities of audience _____

Is attendance **voluntary** _____ or **mandatory** _____?

Background:

What speakers have you used in the past that covered topics related to the material Chris will be presenting for you?

Speaker _____

Speaker _____

What did you like and/or dislike? (without their names if you prefer, but please comment)

Details about your organization:

Achievements? Challenges?

Details about your industry:

Achievements? Challenges?

Logistics:

Introducer's name? _____ Title _____

Introducer's e-mail and phone: _____

Will the presentation be taped? _____ Audio? _____ Video? _____

Type of room set-up (theatre/classroom/banquet); _____

Resource availability:

Chris can make his educational resource materials available so your attendees may continue learning. There are two ways this can be arranged. Do you prefer:

_____ Group purchase in advance for each attendee, at a discount.

_____ Materials made available at the back of the room after the presentation.

_____ No materials made available to anyone at anytime.

Travel arrangements:

Best airport for Chris's arrival? _____

Who is responsible for arranging airline / hotel? _____

Business Phone _____ Cell Phone _____

Recommended arrival date and time: _____

Recommended hotel if different from program site: _____

Address: _____ Phone: _____

How will Chris be transported from the airport to the hotel? _____

If picked up, by whom? _____

Pick-up person's cell phone: _____

Emergency contacts:

Name _____

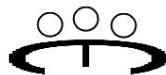
Business Phone _____ Cell Phone _____

Name _____

Business Phone _____ Cell Phone _____

Additional information you wish to supply:

Thank you for taking the time to help me make your event a success. When completed, please e-mail to: cl Elliott@chris-elliott.com



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