

Complete Solutions in Life Mastery

Pre-Program Questionnaire

Group Name:

Date & location of Event: _____

All questions may not apply to your group, so please fill out when appropriate

1. What is your conference theme?
2. What are your specific objectives for Donalee's presentation?
3. What sensitive issues should be avoided?
4. Time frame of presentation: Start time _____ End time _____
5. What takes place immediately before and after Donalee's presentation?
6. Who are the other speakers on the program? (if any)?
7. What professional speakers have you used in the past?

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8. What did you like/dislike about their performance that you would like repeated or avoided? *(You don't have to mention the specific names, just the elements that either served or distracted from your group.)*

9. What is the size of the audience you anticipate?

10. Is this a specialized group or general public? If specialized, please explain details.

11. Please list (3) items you believe that Donalee should know before addressing your group:

1.

2.

3.

12. What are the most significant events that have occurred in your industry, organization, school and/or group this year?

13. Audience demographics:

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Size:

Percentage of men: %

Percentage of women: %

Spouses: yes no

Average age of group?

Average income of group:

General description of attendees:

14. What is your goal for your audience? (*The most important question*)

15. Please provide a brief description of your organization: