Thank you for selecting Caroline Miller to present at your event. Please complete this questionnaire to the best of your ability to help ensure a successful presentation.

Email the completed questionnaire to [melissa@spencersconsulting.com](mailto:melissa@spencersconsulting.com)

**General Information:**

|  |  |
| --- | --- |
| Primary Contact Name: | Title: |
| Organization: |  |
| Address: | Cell Phone: |
| City, State, Zip: |  |
| Office Phone: | Email: |
| Name of the person who will sign the contract if different from above: | Title:  Email: |

|  |  |
| --- | --- |
| Onsite Contact Name: A/V Contact Name: | Cell Phone:  Email:  Cell Phone:  Email: |

**Meeting Site Information & Accommodations:**

Event location/address/phone #:

Meeting room name:

Room Setup/Seating arrangement:

Nearest airport to event location:

What is the best way for Caroline to get to the event (rental car, taxi/uber, limo pickup, etc?

Hotel room reserved for Caroline? If yes, name, address, phone & confirmation number:

What is the stage set-up?

**Audience Information:**

Expected # of people:

Describe the audience, i.e., age, sex, job title/occupation, etc.

What are the key messages you would like this group to take away? When the presentation is over, what info/feeling/action plan do you want participants to walk away with?

Describe any industry/company/departmental “hot topics” or issues that Caroline should be aware of.

Are there any websites that provide pertinent information about this group or your industry?

Are there any restrictions, acronyms, buzzwords, or jargon that Caroline should be aware of?

**Presentation Information:**

Name of Event:

Date/Time of Presentation:

Title of Presentation:

Type of Presentation (workshop/opening or closing keynote/other):

Where on the agenda is Caroline speaking?

Length of Presentation:

What are the three primary objectives of Caroline’s presentation? What do you want the audience to walk away with?

1)

2)

3)

Caroline wants her presentation to be a “home run.” At the end of the presentation, what would a “home run” look like to you?

Will you be asking attendees for feedback on Caroline’s presentation?

If so, can you provide the questions you will ask?

What time should the speaker arrive onsite:

What is the theme of the event?

What is the attire for the event?

What is the website for the event?

**PowerPoint Information**

Is there a required PowerPoint template?

Please indicate the PowerPoint format you are using – 4:3 (standard) or 16:9 (widescreen)?

Do you need Caroline to send her PowerPoint presentation ahead of time? If so, by what date?

Please return a high-res company or event logo in jpeg or png format with the questionnaire if you would like Caroline to brand this presentation.

**Other:**

Do you have any social media accounts set up for this event? Are there any hashtags?

Are there any restrictions around sharing this event on social media and/or using your brand name in marketing? If yes, please indicate restrictions:

Do you plan to record the presentation? Will you be taking photographs?

What do you NOT want Caroline to do on stage?

What DO you want Caroline to do on stage?

Can Caroline meet and greet the attendees either before the event either in the lobby or inside the room as they walk in?

Are you able to share an attendee list with us for follow-up?

Please tell Caroline anything else you think is important in her preparation for the presentation: