



PRE-PROGRAM PLANNING

In preparation for your event, your feedback will help me create a customized presentation to meet your specific needs and guarantee our mutual success. We will talk several times as I prepare for your program and this survey can guide our discussion. You may complete it on your own, share it with other committee members for their feedback, or use it with me when I visit with you on the phone. Don't be afraid to overload me with information. The more I know the better job I can do for you!

1. Does your meeting have a theme? What is it?
2. What are your specific objectives for my session?
3. Are there any sensitive issues affecting your organization of which I should be aware?
4. List any "buzzwords" or jargon specific to your group that I need to know.
5. Please provide me with the names/titles/phone numbers/email addresses of 3 people who would be willing to speak with me to share insights about their challenges on the job.

6. Audience Profile: (based on past event history for the last several years)
Number attending: _____ (approx.) # of men _____ # of women _____
Age range (if applicable): _____ Education level or experience level: _____
Positions/Titles: _____

7. Are there any challenges (struggles) that I should be aware in the group/organization?

8. What are the most significant events that have occurred in your organization/field at the local, state and/or national levels in the past year? (Examples: downsizing, outsourcing, budget cuts, mergers, acquisitions, relocations, new technology, trends, etc.) How have these events/changes impacted your members?

9. What are your members doing RIGHT to meet their challenges?

10. How will they need to work DIFFERENTLY to be successful in the future?

11. How do you want your members to FEEL when they leave my session?

12. What is the greatest thing you can say about this organization (or this group)?

13. Please add anything else you think would be valuable for me to know.

14. Please place me on your mailing list to receive event announcements and other promotional materials so my presentation can be in alignment with contemporary issues.