

QUESTIONNAIRE FOR LAURA MICHAUD'S
SPEAKING ENGAGEMENT

Please fill out this questionnaire to the best of your ability. The answers within will help assure I deliver the very best presentation possible, customized to your needs. Thank you.

Name of group or Corporation: _____

Meeting Title: _____

Website address: _____

Date of Function _____ Time of function _____

Location _____

Number of Attendees at meeting _____ Number attending my session _____

How many different businesses will the members of the audience come from? _____

What is the most likely makeup of the audience in percentages?

- A) Controlling generation
 - _____ % Senior Generation
 - _____ % Junior Generation
- B) Actual generation
 - _____ % First Generation
 - _____ % Second Generation
 - _____ % Third Generation

What is the Meeting's Objective(s)? _____

What is the Planner's Objectives? _____



My expectations for this program are (circle all that apply): Skill development, content, humor, inspiration, motivation, other _____

Are there specific Objectives for my Presentation? _____

I'd like the audience to leave with the following: _____

Please describe the Mission of the group or corporation -or- enclose materials which accomplish this. _____

List any special group programs I should be aware of?

Are there changes the organization will make in the future? If so, please list.

What thought do you want your people to walk out of the room with? _____

Are there any "seeds" that you would like planted? _____

Are there in house phrases, language or jargon that I can/should use? Avoid?



It would be better not to mention _____

What are the job responsibilities of the attendees? _____

What are the top challenges of the attendees? Please list as many as possible in priority order. _____

Is there uniqueness to the group or a certain cultural make up? If yes, please describe. Otherwise, please describe demographics of group.

The highest-ranking people in attendance will be (list name and position)

Please list any key people I may speak to from the audience prior to the meeting. I would prefer speaking with a good broad section of people within the group and who would represent the group as a whole.

Name _____ Title _____

Phone # _____

Name _____ Title _____

Phone # _____

Name _____ Title _____

Phone # _____

Name _____ Title _____

Phone # _____



Other Comments (feel free to use additional pages if necessary):



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