

Robin Jay

Pre-program Questionnaire

In order to work most effectively with you for your upcoming meeting, please provide the following information. My goal is to personalize my presentation to meet your unique needs. I want the audience to feel that I am a part of your team or association.

Please answer as fully as possible.

Organization: _____

Appearance Date: _____

Please return at least three weeks prior to the event to:

Robin Jay

Robin@RobinJay.com

Or mail to:

Robin Jay
222 Ultra Drive
Henderson, NV 89074

THANK YOU. You will help increase the value of the program to your audience.

1. What is the conference or meeting theme?
2. What are the specific goals for this meeting?
3. What are the specific objectives for my presentation?
4. What is the time frame for my presentation? Start _____ End _____
Will there be a break (____) prior to or (____) immediately following my presentation?
Approximate time length of break _____
5. What takes place immediately before and after my presentation?
Before _____ After _____
6. Audience demographics:
Number attending: _____ Percentage of men: _____ women: _____
Is there an average age for the audience: _____
Number of those attending who have been with the organization (approximate)
0-5 years _____ 5 to 10 years _____ 10 to 20 years _____ 20+ years _____
7. What is the meeting room set-up? Theater ___ Banquet ___ Classroom ___
Audio – Visual: Robin prefers a wireless microphone (a clip-on lavalier) for any group larger than 25. A microphone is not necessary for smaller groups.

A screen for a PowerPoint presentation is required. A projector is also required for groups of 100 or more.
8. What is the name and title of the person who will introduce me?

9. Please list the names and titles of the top three people in your organization who will be attending the meeting.

Name _____ Title _____
Name _____ Title _____
Name _____ Title _____

10. What are the major job responsibilities and positions of those in the audience?
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11. How has business been the last twelve months? (if applicable)
Excellent _____ Good _____ Fair _____ Poor _____
12. What are the major challenges or problems facing your organization?
13. What are your major competitors? (Rank, if possible.)
14. Please share any other comments that you feel will enhance the presentation.
15. I like to involve the audience by asking a question during the presentation and Reward the person answering correctly with one of my products (a book or audio product.) This often evokes inquiries as to how my products can be obtained. Will there be an opportunity or location available *after* the program for products to be available for purchase? This opportunity will be handled tastefully and professionally.

*Thank you for your help. I look forward to this meeting with great enthusiasm.
~ Robin Jay*