

Engagement Questionnaire



Thank you again for selecting Richard Hight of Visual Mpact to address your audience. Please complete this questionnaire to help ensure a successful presentation. Email the completed questionnaire to marty@visualmpact.com.

GENERAL INFORMATION

Your Name:
Title:
Organization:
Office Phone:
Fax:
Cell Phone:
Email:

PRESENTATION INFORMATION

Date of Presentation:
Number of attendees:
Seating arrangement for presentation:
Time of Richard's presentation:
Duration of presentation:
Meeting/conference attire:
What is the theme of the event?
What is the reason or purpose for holding this event?
What are the primary objectives of Richard's presentation?



What are the key messages you would like this group to take away?

What are the most important topics or issues associated with this event?

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

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

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

Are there any acronyms, buzzwords or jargon that would be universally recognizable to this group?

Please tell Richard anything else you think is important in his preparation for the presentation:

MEETING SITE & ACCOMMODATIONS:

Conference location:

Nearest airport/distance from conference site:

Limo service/other to pick up Richard at airport?

Hotel room reserved for Richard? If yes, name:

Hotel confirmation number:

Reservation arrival date:

Who should Richard contact upon arrival?

Cell Phone:

Email:

