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Don Yaeger Pre-Program Questionnaire

Full Name (*)

Company or Association Name (*)

If your organization has a mission statement, please share it with Don here (*)

Address (*)

City (*)

State (*)

Zip Code (*)

Area Code & Telephone Number (*)

E-mail (*)

Website

Is there a site link for this meeting?

To make Don's presentation most effective, we would like to schedule a 15 minute conference call with your executive team 2 to 3 weeks prior to this event. Please complete and return this questionnaire before our call.

Conference Call Date Option 1 (*)

Conference Call Date Option 1 Time (*)

Conference Call Date Option 2 (*)

Conference Call Date Option 2 Time (*)

Conference Call Date Option 3

Conference Call Date Option 3 Time (*)

What executives will likely participate?

Speech Date (*)

Speech Time (*)

How did you hear about Don? Did someone recommend him?

Why did you choose him for this event?

Don wants to build his speech around your program theme. What is your theme? (*)

What does the theme mean to your group? (*)

If there was one message Don could reinforce for you, what would it be?

Can you attach an agenda for the day so Don can see where his speech fits into your program?

no file selected

What professional speakers have you used in the past? (*)

What did you like about their performance?

Did they do something you didn't appreciate?

What is the nearest airport to the meeting site? (*)

What is the name and address of the hotel where you have reserved a non-smoking room for Don? (*)

Can you provide a confirmation number?

If your contact provided a second room for Don's Sales Director, what is that confirmation number?

How far away is the hotel from the meeting site?

Don will use a GPS to get to your meeting site.
What is the exact address and room number for the speech? (*)

In case of emergency flight delays, please provide 2 contacts for us to call.

Emergency Contact Name (*)

Emergency Contact Phone

Emergency Contact 2 Name

Emergency Contact 2 Phone

Would you prefer Don to wear a suit and tie or golf shirt? (*)

Is there a dinner reception Don should attend? If so, when and where is it located?

What is the best time for Don to do his A/V and room check? (*)

Will an A/V technician be on site? (*) Yes No

What is the contact information for that person? (*)

Please check the following Audio and Video requirements that will be handled by the technician

- Wireless Lavalier Microphone
- Projector and screen suitable for Power Point
- VGA connection to the projector for Don's laptop or a laptop provided with USB capabilities
- Sound system for Don's microphone and videos in Power Point presentations

Please explain if no to any of the above

Please choose 1 of the videos above. (*)

Custom Client Intro Video (Can be used to promote your event using a custom weblink)

Don's Intro Video

Don has a video introduction, but still needs someone to bring him on the stage. What is the name of the person who will do so? (*)

Email of the Person Introducing Don (*)

Number of attendees (*)

Percentage Male (*)

Percentage Female (*)

What are the most important changes happening in your company and industry?

What are the greatest challenges your audience members face today?

What are your victories as a company/association/team?

What are the sensitive issues? Topics/subjects not to be mentioned?

Don distributes bookmarks detailing the 16 Characteristics of Greatness. How many bookmarks

should Don provide? (*)

Will there be someone on site who can help distribute them? (*) Yes No

What is the contact information for that person?
Name, Email and Phone Number:

Don would like to offer books to audience members at a discounted price after his speech. Do you have someone who could help with this? Yes No

What is the contact information for that person?
Name, Email and Phone Number:

Do you have a newsletter or e-mail blast for which Don can write a short story? Yes No

Some groups want this in advance to help increase attendance; others would rather have it afterwards. Which do you prefer? In Advance Afterwards

Suggested length

Deadline

E-mail story to

Is there anything more we can do to help you increase attendance?

To keep a copy of the data you entered above: