Pre-event Questionnaire

Emily tailors her presentations to meet your needs and objectives, with your input and this completed form. When you finish filling it out, save it as a document or scan it, attach it to an email and send to emily@emilyballance.com.

Meeting Planner

Name			
Title			
Office phone		Cell phone	
Best time to reach (am/pm)			
Email			
Address	City	State	Zip

Organization

Name			
Address	City	State	Zip
Website	Office phone		

Event Logistics

Event Overview			
Type of event (conference, banquet, etc.)			
Purpose of event			
Event theme (if any)			

Event Location			
Venue name			
Venue address	City	State	Zip
Venue website	Venue main phone		

Transportation
Closest airport
Distance from airport to event venue
Distance from airport to hotel
Distance from hotel to event venue
Transportation arrangements for speaker (to/from airport, hotel, event venue)

Hotel Accommodations for Speaker			
Hotel name			
Hotel address	City	State	Zip
Hotel website	Hotel main phone		

- ***Please note:*** *Direct bill to client preferred. Please indicate if other type of billing is required.*

Key Contacts	
On-site key contact name	
Cell phone	Email
Emergency alternate contact (day of event)	
Cell phone	Email
Audiovisual/IT Technician contact	
Cell phone	Email

- ***Please note:*** *AV equipment/sound check to be performed at least 1 hour prior to presentation*

Emily
MEd, LPC, CSP
BALLANCE | LIFE WITH HUMOR

Pre-event Questionnaire (continued)

Audience & Objectives

1.	Who will attend? (CEOs, managers, support staff, etc.)		
2.	Approximate number attending:	Approximate % Male	Approximate % Female
3.	Will most audience members know each other?		
4.	Specific goals/objectives of the event		
5.	What are the top common stresses/challenges/concerns of your audience?		
	•		
	•		
	•		
	•		
6.	What are the top common acronyms used by your organization and what do they stand for?		
	•		
	•		
	•		
	•		
7.	List some of the key buzz words, inside jokes or general industry lingo		
	•		
	•		
	•		
8.	What common goals bring the audience members together?		
9.	Please note any specific topics/items you would like for Emily to address		
10.	Please note any specific topics/items you would like for Emily to avoid		

Speaker Presentation(s) – List preferred topics

Presentation 1		
Topic		
Title		
Duration	Start time	End time
What precedes the presentation?		
What follows the presentation?		
Comments:		

Presentation 2		
Topic		
Title		
Duration	Start time	End time
What precedes the presentation?		
What follows the presentation?		
Comments:		

Speaker Introduction

Person introducing Emily		
Title	Email	Cell phone

Other

Is there anything else you would like for Emily to know?