

Marcus Gentry & Associates
P.O. Box 278036
Riverdale, IL 60827
708-508-2675
respect@marcusgentry.com

Questionnaire for Speaking Engagement

1. What is the mission of your organization? _____

2. What are the basic demographics of your audience? _____

3. What is the desired outcome for your audience? What do you want them to do, think, and feel differently? _____

4. Is attendance at this event mandatory? _____

5. Is attendance at my presentation mandatory? _____

6. What should I know about the audience prior to presenting my program? Are there problems, competition, resentment or peer pressure that I should know about? _____

7. Are there any significant events that have impacted your audience over the past year? _____

8. Please list some industry-specific terms, phrases, jargon or acronyms I might incorporate into my presentation. _____

9. On the day of my presentation, what other professional speakers will be presenting? What are their topics and are they speaking before or after my presentation? _____

10. List the names and titles of any VIPs you want me to acknowledge. _____
