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Questionnaire for Speaking Engagement

1. Name of School/Organization: _____

2. Contact Person: _____

3. Phone Number: _____

4. Location of Presentation: _____

5. Requested Date and Time: _____

6. Alternate Dates: _____

7. Topic(s) Requested: _____

8. Length of Presentation: _____

9. Number of Presentations: _____

10. Anticipated Audience Size: _____

11. Due to a Wide Range of Presentation Options, What Have You Budgeted for this Presentation? _____

12. What is the theme/mission of your school/organization? _____

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

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

15. Is attendance at my presentation mandatory? _____

16. 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? _____

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

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

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

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