

Live Your Ultimate Life *Now!*

Val Baldwin, CPC

Pre-Event Questionnaire

To best meet your groups needs, Val wants to understand the issues your organization deals with and the goals you have for this meeting. This pre-event questionnaire helps her customize her presentation to better relate to your particular group.

Organization Name	Meeting Planner/Contact Name
Physical Address	Title
City, State, Zip	Email Address
Phone	

Date of Event	Presentation Start Time	Desired Length of Presentation
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Location of Event

What happens just before Val speaks?	What happens right after Val speaks?
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How many people are attending?	What is the age range?	What is the gender ratio?
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Who are these people? (job positions, admin staff, managers, etc.)

What is the purpose of this meeting?

What are the biggest challenges facing your industry right now?

What are the biggest challenges facing the people in your organization?

Is there any particular industry jargon Val should be aware of?

How do you want your attendees to feel when the meeting is over?

Is there anything else Val should know?