



Fred Schafer

STRIKING BACK AT MEDIOCRITY

Perform Better. Live Stronger. Dream Bigger

Pre Presentation Questionnaire

Company or Professional Association _____

Day & Date of Presentation _____

This questionnaire is provided to help me customize the presentation to meet your goals for the day. Please take a few minutes to answer **only the applicable questions**, and return the form as soon as possible. You can use the back of this sheet to expand any answer if needed.

What is the conference theme? _____

1. What are your specific objectives for this presentation??

A. _____

B. _____

C. _____

2. What would you most like to see improve or change as a result of hearing my message?

4. Starting time and length of my presentation(s). _____ A.M./P.M. _____ minutes

_____ A.M./P.M. _____ minutes

_____ A.M./P.M. _____ minutes

5. Who are the other speakers (if any) on the program??

Speaker: _____ Topic: _____

Speaker: _____ Topic: _____

9. What is the exact location of the meeting?? (Please provide the name of the building and the physical address for mapquesting)



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I will take a rental car, taxi or shuttle from the airport, whichever is least expensive. Please state your preference/suggestion.

10. If I have any emergencies or problems on my way to the program, whom should I contact (include home and business phone numbers)?

If I am delayed enroute, I will make every possible attempt to get to you. I will also call your office or home phones and probably attempt to leave a message for you at the airport message center or airline counter. (It would help to have the local airport's message or paging phone number if possible_(_____)_____or_(_____)_____

11. Approximate number of attendees for main session_____. Breakout sessions_____. Describe attendees in terms of their job descriptions, ratio of men/women, and/or other demographic information which would help me to understand and/or relate to them. (Example: 500 total: 25 percent directors, 25 percent managers, 40 sales people and 10 percent office staff, etc.)_____

12. It would be helpful to get the following, if possible, at least two months before the presentation:

A) Association or district logo.

B) Most recent association or district newsletter.

C) When available, any brochure, flyer, etc participants will receive at this event

13. How do you feel about my having books related to my topic available for purchase after the presentation? Many participants have suggested/requested this, and I feel it helps them apply the information more effectively. Usually I ask for one or two volunteers to operate a sales table, and provide them with a complimentary book for doing so. Please let me know your thoughts on this_____



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14. Would you prefer that I set up hotel accommodations and airline reservations (if needed) or your organization?? _____

I can be flexible of course, but just need to know ahead of time.

Please contact me with any further questions, comments, etc. I am excited about the opportunity to present to your organization!! Thank you very much.

Fred Schafer

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