

Pre-Meeting Questionnaire

Thank you for the opportunity to participate in your upcoming event. We are committed to making it an outstanding experience for the participants (and as easy to organize as possible for you the meeting planner).

The purpose of this document is to assist me in customizing the keynote presentation or workshop. The information you provide will allow me to gain a deeper understanding of your corporate culture and operations. You may ignore questions that are not relevant to your meeting or do not apply to your organizations business model.



I invite you to be as detailed as possible. Feel free to include any additional information or comments you feel would be helpful in my preparation. If there are any articles, press releases, newsletters or other material that you think would be helpful, I invite you to e-mail, fax, or mail them to me.

When complete, please return this document to me no later than 2 weeks prior to our event. We will then schedule a conference call to further discuss details and answer any questions you have. However, please do not hesitate to contact us at any time if you have immediate questions.

The information you provide in this document will not be duplicated or distributed to any person or company other than Andy Kaufman.

Thank you again for this opportunity to serve your organization!



Andy Kaufman, PMP
Office: (847) 579-9174
Fax: (847) 557-9038
andy@i-leadonline.com
www.i-leadonline.com

Pre-Meeting Questionnaire Andy Kaufman

Speaker: Andy Kaufman, PMP
Date/Time of Program:
Organization:

1. Who is the primary contact person within your organization?

Name:
Title:
Phone (w):
Phone (c):
Fax:
Email:

2. If there will be a different onsite contact at the event, please provide their name and contact information here:

3. Meeting facility information

Venue:
Room Name:
Address:
Closest Airport:

4. Do you prefer to make the travel reservations or would you prefer that Andy's company make the arrangements?

If you make them, here are some travel numbers you can use:

American Airlines: P7A8468
United Airlines: 00098884599
Hilton family of hotels: 894787954

5. About the Audience

Expected # of Attendees:
% Men / % Women:
Average Age:
General Description of Attendees:

For keynotes, will spouses attend this program?:

Pre-Meeting Questionnaire Andy Kaufman

6. What is your event/program theme?
7. What does this theme mean to your group?
8. What type of meeting is it (e.g. annual meeting, awards banquet, offsite leadership conference, development workshop)?
9. How would you judge if our presentation was a success or not?
10. Who will be introducing the speaker (name, title, and how they should be addressed. E.g. first name, Ms. Smith, Dr. T)?
11. For keynotes, what is the exact planned time for speaker's presentation?
Start time:
End time:
12. For keynotes, what takes place immediately before and after the speakers program (e.g. break, lunch, another speaker)?
Before Andy speaks:
After Andy speaks:
13. Are there any other functions you would like Andy to attend? If so, note date, time, and location.
14. What challenges is your organization currently facing? The more specific, the better.

Pre-Meeting Questionnaire
Andy Kaufman

15. What are some key messages your company's leadership would want to make sure get reinforced, if possible, in our presentation?

16. Are there topics, projects, or phrases that Andy should avoid discussing?

17. Why did you select Andy Kaufman for your event?

18. What could Andy provide to help make it easier for you to plan your event?

If there are any changes to the meeting plan after you send this to us, please advise us as soon as possible.

Thank you for taking the time to fill out this pre-meeting questionnaire.

Please return this completed form to:

Andy Kaufman

andy@i-leadonline.com

Fax: 847-557-9038

Thank you!