

Powerful Presentation Questionnaire

This Powerful Presentation Questionnaire is to assist Eric Anderson in preparation for your audience. Eric's goal is to meet your exact need. In order to do this, we need your help! Please take a few moments to answer the questions feel free to ignore any questions that do not pertain to your audience. Once completed, please return the Powerful Presentation Questionnaire to our office in the envelope provided or send as an email attachment. Thank you for your attention.

Ah-Ha Entertainment Inc.
P.O. Box 311547
Atlanta, Georgia 31131
Office (404) 286-2973

General Company Information

Official Company or Association Name:

Other name or acronym the company or association uses:

Mailing Address:

Phone: _____

Fax _____

Email: _____

Website: _____

Company Slogan:

Conference Objectives

Conference / Program Theme:

Specific Presentation Title:

Date: _____ Start: _____ End Time: _____ Length: _____

For all day training when do you prefer the breaks / lunch to occur?

What is on the program just before Eric speaks?

Purpose of this meeting (*awards banquet, annual meeting, training, etc*)

Specific objectives for Eric's presentation?

What would make Eric's presentation really special for your audience?

What needs to happen as a result of Eric's part on the program for you to consider this event a success?

Sensitive issues that should be avoided?

Audience Profile

Number attending? _____ % Male _____ % Female _____

Age range ____ - ____ Avg Age: _____ Spouses attending? _____

Average Educational Background: _____

Job responsibilities of audience:

Average length of employment or association with company / group?

Please circle one:
Are attendees there **Voluntarily** or is it **Mandatory**?

Will the attendees have to
Pay Individually or is it **Company Sponsored**?

Dress code for attendees? _____

Usual dress code? _____

Other information you think Eric should know:

Background

Who are the other speakers in the program?

Speaker: _____

Topic: _____

Speaker: _____

Topic: _____

What speakers have you used in the past that covered topics similar to the presentation Eric will present for your audience?

Speaker: _____

Topic: _____

Speaker: _____

Topic: _____

Speaker: _____

Topic: _____

What did you like and or dislike about these presentations?
(Without their names, please comment on the material used.)

Name the key people that will be in Eric's audience.

Name: _____

Company: _____

Name: _____

Company: _____

Name: _____

Company: _____

Details About Your Audience

Recent Achievements?

Problems & Challenges?

Breakthroughs?

What separates your high performers from others?

Details About Your Organization

Recent Achievements?

Problems & Challenges?

Breakthroughs?

Significant events (mergers, relocations, awards, etc.)?

Details About Your Industry

Recent Achievements?

Problems Challenges?

Breakthroughs?

Logistics

Introducer's Name: _____ Title: _____

Note: Eric's Introduction will be provided to you.

Is there any publicity work Eric can do for you while he is at your event? Please let us know in advance so we can arrange travel.

Will the presentation be taped? Y/ N Audio? _____ Video? _____
(Please remember that we will need to grant permission to record Eric's presentation.)

Depending on the program Eric is delivering he will make his educational material available to your audience, so they may continue the learning process after the presentation. There are two ways this can be arranged. Please circle the one that is the most appropriate for your audience.

1. Group purchase in advance for each attendee, at wholesale price.
2. Materials made available at the back of the room after the presentation.
 - If you pick option #2, please make sure that nothing will be scheduled immediately following Eric's presentation.
 - A table will also be needed for Eric to place materials by the exit door.
 - Eric may need someone to assist with sales.

Travel Information

Best airport to arrive at: _____

Recommended Hotel: _____

Address: _____

Hotel Phone _____

How will Eric be transported from the airport to the hotel?

If picked up, company / contact name: _____

Phone _____

Venue name if different from hotel:

Address: _____

Phone: _____

Emergency Contacts:

Name _____

Business Phone _____

Mobile Phone: _____

Name _____

Business Phone _____

Mobile: _____

Name _____

Business Phone _____

Mobile _____

Thanks again for this opportunity to serve you.