# PRE-EVENT QUESTIONNAIRE

## Jeff Hannah Speaks! Leadership Cocktail with Jeff Hannah

To ensure a more successful and effective presentation, please take time to complete this questionnaire.

The more information that you provide will help create a more satisfying experience for attendees.

Thank you!

ΓΙΟN:
Address: Phone: Website:
Is there a theme or focus for the event? Please describe.
OF NDA: Agenda, if possible)
Presenters/Times:
Training Sessions/Times:
Breakout Sessions/Times:
Social Events/Times:

YOUR GROUP/





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WHAT WILL TAKE PLACE AFTER JEFF SPEAKS	WHA	T	WII	J.	$\mathbf{T}_{i}$	AK	E PI	ACE	AFTER	ATTL S	'SPEA	KS?
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DESCRIBE THE 3 MOST IMPORTANT OBJECTIVES FOR JEFF'S PRESEN	NTA	ATIC	N:
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- 1.
- 2.
- 3.

WHAT WOULD MAKE JEFF'S PRESENTATION MOST MEANINGFUL TO THE GROUP?

TECHNICAL TERMINOLOGY OR JARGON THAT JEFF SHOULD BE FAMILIAR WITH:

SENSITIVE TOPICS/ISSUES TO BE AVOIDED:

WHAT HAVE YOU MOST LIKED ABOUT SPEAKERS ENGAGED IN THE PAST?

WHAT HAVE YOU <u>LEAST</u> LIKED ABOUT SPEAKERS ENGAGED IN THE PAST?





### **ABOUT THE AUDIENCE**

- Number of Attendees:
  - Percentage of males:
  - o Percentage of females:
  - o Percentage of managers/supervisors:
  - o Percentage of senior leaders:
- Range of ages of attendees
  - o Percentage 18-27 years old:
  - o Percentage 27-35 years old:
  - o Percentage 35-45 years old:
  - o Percentage 45+ years old:
- Education levels
  - o Percentage with Associates or Bachelor's degrees:
  - o Percentage with Master's or higher degrees:
- Others who will be attending the event (clients/customers, spouses, contractors, vendors, etc.)
- Names and titles of the top leaders who will be attending the event:





### **ABOUT THE ORGANIZATION**

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-	Describe yo	orgar	nzauor	l S	culture.

- What are the most significant changes and challenges faced by the organization?

- Who are your primary competitors?

- Describe your target market(s).

### **Questionnaire completed by:**

- Name:
- Date:
- E-mail:
- Phone:

Thank you for taking time to provide this valuable information. This will help Jeff better understand the context of the event, to be able to deliver a more valuable presentation.

Please forward the completed questionnaire to <u>Jeff@Touchstone-Development.net</u>. Questions? Call Jeff at (515) 657-3641.



