

# 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!*

**YOUR GROUP/  
ORGANIZATION:**

**WEBSITE:**

**DATE(S)  
OF EVENT:**

**LOCATION  
OF EVENT:**

Address:

Phone:

Website:

**TITLE  
OF EVENT:**

Is there a theme or focus for the event? Please describe.

**OVERVIEW OF  
EVENT AGENDA:**  
*(Attach Event Agenda, if possible)*

Presenters/Times:

Training Sessions/Times:

Breakout Sessions/Times:

Social Events/Times:



**WHAT WILL TAKE PLACE BEFORE JEFF SPEAKS?**

**WHAT WILL TAKE PLACE AFTER JEFF SPEAKS?**

**DESCRIBE THE 3 MOST IMPORTANT OBJECTIVES FOR JEFF'S PRESENTATION:**

- 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 LEAST LIKED ABOUT SPEAKERS ENGAGED IN THE PAST?**





