

Alan Parisse.

Named “One of the Top 21 Speakers for the 21st Century”
by Successful Meetings Magazine



Keynote Speaker * Speaker Training & Development Programs

Pre-Program Questionnaire.

Your audience and needs are unique, that's why Alan customizes his talks. Please start the process by completing this questionnaire. Feel free to skip any questions that do not apply or would be better discussed verbally during the pre-meeting conference call.

Email the completed form to alan@parisse.com or fax it to 801.382.6308.

Client Name:

Presentation Date:

Your Program

1. Pre-event Contact

Name: _____ Email: _____

Phone: _____ Mobile: _____

2. On-site Contact

Name: _____ Email: _____

Phone: _____ Mobile: _____

3. Additional Contact (if applicable)

Name: _____ Email: _____

Phone: _____ Mobile: _____

4. Company or Organization Address

Street: _____

City: _____ State: _____ Zip: _____

Main Phone: _____ Website: _____

5. Night Before Event Contact (in case of emergency)

Name: _____ Mobile: _____

Your Program (cont.)

6. Alan needs 30 minutes to check the room set-up. When and where should we meet?*

Time: _____ Location: _____

7. Meeting Start*

Date: _____ Day: _____ Time: _____

8. Meeting Conclusion*

Date: _____ Day: _____ Time: _____

9. Alan's Speech*

Date: _____ Day: _____ Time: _____

**We rely heavily on this information in planning Alan's travel and scheduling other engagements. Please be as accurate as possible.*

10. Speech Topic: _____

11. Meeting Venue:

Name: _____ Main Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

12. Alan's Hotel (if different from meeting venue):

Name: _____ Main Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

13. Who will be introducing Alan? _____

14. How should Alan dress? Please check all that are appropriate.

Business Suit Dark Blazer & Tie Blazer & Open Shirt

Business Casual Very Casual Other (please specify):

Your Program (cont.)

15. Please email an agenda for the meeting to alan@parisse.com. If one is not available, please complete this question.

Speaker Before Alan: _____

Name: _____ Topic: _____

Background: _____

Speaker After Alan:

Name: _____ Topic: _____

Background: _____

Other Keynote Speaker:

Name: _____ Topic: _____

Background: _____

16. Is this a periodic meeting?

Who was the speaker in Alan's slot at the most recent occurrence of this meeting?

Name: _____ Topic: _____

How well received was the presentation? _____

To what do you attribute the level of success?

Meeting Objectives

1. What is the theme of your meeting?

2. What are the objectives for this meeting?

3. What do you want Alan to achieve? Please be as specific as possible.

Audience

1. Number of audience members expected: _____

2. Please list key officers or other prominent audience members (names & titles).

3. Who will be in the audience? Please describe their job titles, functions, etc.

4. What is the age range of the audience? _____

5. What is the median age of the audience? _____

6. What is the gender mix of the audience? _____ % Female _____ % Male

7. Language:

What percentage of the audience does not speak English as a first language? _____

Will there be interpreters? _____ If so, can Alan meet with them ahead of time? _____

8. Approximate Annual Income Level:

Income range: _____ to _____ Median income: _____

9. Alan's audiences typically come from a wide variety of educational and social backgrounds. Is there anything unusual about your group, i.e.: geographical roots, ethnic background, interests, concerns, etc.?

10. On a scale of 1 to 10, with 10 being the best, please rate the following:

Recent Success

Of the industry/activity: _____

Of the firm/organization: _____

Of the typical audience member: _____

Current Attitude & Spirit

Of the industry/activity: _____

Of the firm/organization: _____

Of the typical audience member: _____

Attitudes & Issues

1. What job or profession related issues are on the audiences' minds?

2. Are there any issues or subtopics that you particularly want Alan to address?

3. Are there any issues **peculiar** to your firm/industry about which Alan should be especially sensitive?

4. List the 3 keys to success you see for the typical audience member.

- A.
- B.
- C.

5. Please indicate industry important jargon Alan should know.

6. Is there anything else Alan should know about the audience?

Firm/Organization Description

1. What is the primary business or organizational purpose?

2. What are your organization's most important goals or initiatives for the next 12 months?

The following 3 questions are for Associations only.

1. Number of members: _____

2. Makeup of your membership? _____

3. Major services your association provides? _____

Preparer's Name: _____

Title: _____ Date Completed: _____