

Vicki Hess
Your Passport to Professional Paradise
PRE-PROGRAM QUESTIONNAIRE

Please complete as soon as possible to maximize tailoring of program

EVENT TITLE: _____
ORGANIZATION: _____
EVENT DATE: _____
TIME RUNS FROM WHEN TO WHEN: _____
ATTIRE: _____

THE PROGRAM

1. Please send Vicki a copy of the agenda and if appropriate, the information you are sending to the Participants. Vicki@VickiHess.com.

2. Who will introduce Vicki? _____ Title _____
Phone number: _____
Email for receiving Vicki's introduction? _____

3. What time can Vicki access the room? _____

4. Time for the entire program: Start: _____ End: _____
Time of Vicki's presentation: Start: _____ End: _____
What takes place immediately before Vicki's presentation: _____
What takes place immediately after Vicki's presentation: _____

5. Are you planning to audio and/or video tape the presentation?
Audio? _____ Video? _____
Please remember, you must receive written permission from us.

6. Briefly describe what your organization does – your products, services, and reputation in the marketplace: _____

7. What is the specific purpose of this meeting? (Annual event, Awards Banquet, etc. and which year?) _____

8. What is the conference/meeting theme? _____

9. What are your specific objectives for this event, in order of importance?

- A. _____
- B. _____
- C. _____

10. What is/has been the overall focus or mission of your organization this year?

11. What kind of future vision is your organization pursuing? _____

12. What are some significant events that have occurred in your organization/industry during the past year? _____

13. What noteworthy achievements has your organization accomplished this year? _____

14. What do you consider the primary strengths of your organization/people?

- A. _____
- B. _____
- C. _____

15. What are the top three challenges they are currently facing?

- A. _____
- B. _____
- C. _____

16. Are there any key issues to avoid (if any)? _____

17. When people leave Vicki's session, what ONE thing do you want to be uppermost in their minds? _____

18. Do you have any other suggestions to help Vicki make this program your best ever? _____

19. What type of handouts are you using? _____

20. With your permission, we would like a contact person Vicki may personally speak to in order to gain more insight for her presentation.

Name _____ Phone (W) _____
Title _____ Phone (C) _____

AUDIENCE INFORMATION

1. Number of attendees? _____
Percentage male/female? _____ Age range? _____

2. Who will be attending this event and what are their major job responsibilities (executives, managers, employees, clients, community, etc.)? _____

3. Names and titles of Top Executives at meeting? _____

4. How are attendees invited? _____
Please send a copy of the invitation and agenda.

5. If there are other speakers, what are their topics?
Speaker Name: _____ Topic: _____
Speaker Name: _____ Topic: _____
Speaker Name: _____ Topic: _____

ADDITIONAL INFORMATION

1. Contact person at the event? _____
Phone: (C) _____ (W) _____
Email: _____

2. If there is an emergency during traveling, who should be contacted?
Name: _____
Phone: (C) _____ Home: _____
Emergency Back-up: _____ (C) _____

3. Event location: _____

Phone: _____
Fax: _____
Event room: _____
How will room be set up: _____

What unique lighting or room design considerations should Vicki take into account: _____
Distance from hotel if not at same location _____

4. Set Up – Including Audio/visual requirements:

- LCD projector and screen – Will someone be using the LCD projector directly before Vicki?
Yes _____ No _____
- Hook-up for laptop to connect to sound system – Vicki will provide her own laptop
- Wireless lapel microphone

Please provide A/V contact: _____

If handouts are to be used, who shall Vicki email the master copy to? _____

5. Hotel where speaker will be staying. Lodging and tax should be on Client’s master account.

Phone: _____
Fax: _____
Distance from airport: _____
Confirmation # _____

6. Person picking up and returning Vicki to airport:

Company: _____
Name: _____
Cell: _____ Phone: _____
Will driver be at Baggage Claim? _____ Curbside? _____
Driver should have a sign that says "VICKI HESS."
How will Vicki get from hotel to venue? _____

VALUABLE RESOURCES

If books are being offered to attendees to buy after Vicki’s program, please fill out the following shipping information.

To whom should they be shipped?

Name: _____
Company: _____
Address: _____
City, State, Zip _____
Phone: _____
E-mail: _____

Please make sure a draped table and a chair is available at back of or outside of meeting room – easily accessible by Vicki and that someone is available to assist her.

Additional information will be sent if you are interested.

THANK YOU!!!!

Please return to: Vicki Hess at Vicki@vickihess.com

May we also please have your email address: _____

Website address: _____

How many conferences do you hold per year: _____

May we please have your logo sent in either a JPEG or PDF? _____