



Pre-Event Questionnaire

Program Title: _____ Date: _____

Contact Name: _____ Title: _____

Institution/Association: _____

Email Address: _____ Phone #: _____

On-site Contact: _____ Mobile # _____

This questionnaire is designed to help Thompson Consulting prepare the best possible presentation for your group. Please complete as many questions as are applicable to your event and email to info@tgrouponline.com as soon as possible. Thank you!

1. What is the specific purpose for this meeting? Do you have a theme that will be used?
2. What are the objectives that you desire from the presentation?
3. What is the philosophy or mission statement for your organization?
4. Please provide a brief description of the audience (Ex. Security Officers, Compliance Officers, CEOs)
5. What is the demographic of the audience (male/female, average age, etc. and approximate number attending?)
6. Which speakers have you previously hired for similar programs?

7. Are there any sensitive issues to avoid in the presentation?

8. What time does my presentation begin and end?

9. What takes place immediately before and after my program (meal, break, another speaker)?

10. Who is the person introducing me (name and role)?

11. What is appropriate attire?

12. If available, please send the following materials: Meeting Agenda/Invitation, Promotional Materials for the Event, Newsletter/Brochure/Flyer.

12. Please use the space below to include any additional information that you feel would be helpful for us to customize the presentation for your event.