

# Jerome Love's Pre Program Questionnaire

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1. Event title and theme?

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Specific purpose of this meeting/session (e.g., awards banquet, staff retreat)

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2. Specific objectives for my presentation? \_\_\_\_\_

3. Is there any publicity work I can help you with while I am at your event? Y N

\_\_\_ Radio \_\_\_ Television \_\_\_ Newspaper \_\_\_\_\_ Other \_\_\_\_\_

4. Who are the other speakers on the program?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_ Speaker \_\_\_\_\_ Topic \_\_\_\_\_

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5. What speakers have you used in the past that covered topics related to the material I will be presenting for you? \_\_\_\_\_

6. What did you like and/or dislike? Withhold their names if you like, but please comment on the material they used!

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7. What comments or suggestions do you have that will help me make this presentation the best your audience has ever had? \_\_\_\_\_

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## THE AUDIENCE

1. Total number attending? \_\_\_\_\_
2. Percentage male/female \_\_\_\_\_ Average age? \_\_\_\_\_

Why is your group attending this meeting (voluntary, mandatory, etc.)?

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3. How will they be notified? \_\_\_\_\_
  4. What are some of the problems and/or challenges within your organization?

## TRAVEL INFORMATION

1. Location of presentation and venue name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
2. Location at the site ( room-name, etc.) \_\_\_\_\_
3. Airport to arrive at \_\_\_\_\_
4. How will I be transported from the airport to your site? Taxi? \_\_\_\_ Rental Car? \_\_\_\_ Driver? \_\_\_\_
5. Driver's Name \_\_\_\_\_ Phone \_\_\_\_\_
6. If an emergency occurs on the way to the site, who would be an alternate contact if you are unavailable? Name \_\_\_\_\_  
Business phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Thank you for taking the time to provide this information.  
I will use it to prepare an outstanding presentation for your group.**

- Would you be interested in purchasing any of Jerome's books as a gift for each attendee? We provide discounts for bulk orders. Y / N
- Would you be interested in follow-up learning materials? (Books, Tapes, Videos)? Y / N