



Confidential Pre-Program Questionnaire

Page 1 of 2

Important: In addition to emailing or faxing this completed questionnaire, please also send any printed information that might help us to learn more about your organization, such as: orientation manuals, product and/or service brochures, annual reports, newsletters or magazines, etc. Be sure to include any promotional mailings and the agenda for your meeting.

Please send all available information, including this questionnaire to:

Wizard Workforce Development Inc.
613 Twin Ridge Lane
Suite 200
Richmond, VA 23235-5268

p: 804.674.6111
f: 804.674.4141
e: gloria@wizardinc.com

Your name
Title
Company
Phone

Fax
E-mail
Website
Best time for Wizard to reach you

The Program

1. What is your program theme?
2. What kind of meeting is this? (annual meeting, awards banquet, etc.?)
3. Who is responsible for requesting this meeting? (HR, Sales, Marketing?)
4. What would you like to accomplish by having Gloria speak to your group?
5. How many people do you expect in the audience? Male Female
5. What percentage entertainment vs. high content, techniques and strategies will your group want?
6. What are the three most pressing challenges or problems faced by the members of your group:
7. What are some of the sensitive issues that should be avoided?
8. How many people do you expect to be there for Gloria's session?

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9. Who are some of the other speakers on the program (if any) and what are their topics?

 10. Which professional speakers have you used in the past?

 11. What is Gloria's role in the program (opening or closing keynote, luncheon speaker, breakout session, etc.)?

 12. What were your likes and dislikes about previous speakers' programs? (List what stands out the most in your memory.)

 13. What are the most significant events that have occurred in your industry and/or organization this year?

Contact and Logistical Information

1. What is the name, title and contact information of Gloria's introducer?

| | |
|-------|--------|
| Name | Phone |
| Title | E-mail |

2. Please confirm the exact date and times of Gloria's presentation. (Please attach program agenda.)

Date:

Starting: Ending:

3. When is the best time for Gloria to do her A/V and room check?

Option #1 Option #2

4. In case of any problem or emergencies, whom should we contact? (Please include business and home numbers).

5. Exactly where is the meeting, including address and phone number?

6. What are the names and numbers or email addresses of four people we can contact in order to customize the program?

7. Please share any additional suggestions or advice to help us to make this your best program ever!

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