



Glenn Dietzel

Mentor to the World's Highest Paid Business Coaches, Consultants, Experts and Advisors

QUESTIONNAIRE FOR SPEAKING ENGAGEMENTS

THE PRESENTATION

Presentation Title:

Time Frame? Start Time End Time

What is the program just before I speak?

What happens on the program right after I speak?

Appropriate dress for the presentation?

Conference Title and Theme

Specific purpose of the meeting/session?

Specific objectives for my presentation?

Sensitive issues that should be avoided?

Introducer's Name

Introducer's Work Phone: Work Home

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

Radio Television Other Type

Who are the other speakers on the program?

Speaker Topic

Speaker Topic

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



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

Please share any "local color" you may know of relating to the location where my program will be held.

Please share any "industry color" related to your organization or industry?

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

THE AUDIENCE

Total number attending? Spouses attending? Y N

Percentage male/female Average Age

Average Annual Income

Educational Background

Major job responsibilities of audience

Will there be any "special guests?" Please explain.

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

How will they be notified?

What is their overall opinion regarding the subject of my presentation? (favorable, hostile, etc.)?

Please provide the names and positions of three main 'movers and shakers' in your organization that will be in the audience, who are well known and well liked. I may joke with them or call on them if the need arises. My staff or I may also want to contact them for more research information on your group (with your permission of course).



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Name Phone

Name Phone

Name Phone

DETAILS ABOUT YOUR AUDIENCE

Problems?

Challenges?

Breakthroughs?

What separates your high-performance people from others?

Are there any hearing or sight-impaired audience members? Y N

If yes, please provide names and contact information

TELL ME ABOUT YOUR INDUSTRY/PROFESSION

Problems?

Challenges?

Breakthroughs?

TELL ME ABOUT YOUR ORGANIZATION

Problems?

Challenges?

Breakthroughs?

Significant Events? Mergers? Relocations?



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TRAVEL INFORMATION

Location of presentation and venue name

Address

Phone

Location at the site (room-name, etc.)

Airport to arrive at

How will I be transported from the airport to your site?

Taxi?

Rental Car?

Driver?

Driver's Name

Phone

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