

# MIKEBOYLE



## Pre-Event Questionnaire

**EVENT PLANNER:**

Name: \_\_\_\_\_

Address / City / State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OTHER CONTACT:** (in case meeting planner not available, or in an emergency)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROGRAM LOGISTICS**

**CONFERENCE DATES:** \_\_\_\_\_ to \_\_\_\_\_

**MIKE'S EXACT PROGRAM DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**EXACT ROOM** (if known): \_\_\_\_\_

Will a video crew be onsite? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, who is the AV contact: \_\_\_\_\_ Email: \_\_\_\_\_

Time, place, type, dress of schedule function evening prior: \_\_\_\_\_

**TRAVEL LOGISTICS**

**What is the nearest major airport** to the meeting site? \_\_\_\_\_

Preferred Airport-Hotel Transfer: Taxi \_\_\_\_\_ Hire Car \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_

If volunteer picking up, name and contact number: \_\_\_\_\_

If preferred hire car, company name and contact number: \_\_\_\_\_

**AUDIENCE:**

No of Attendees: \_\_\_\_\_ % male/female \_\_\_\_\_ / \_\_\_\_\_ Average Age: \_\_\_\_\_

Toward which group should Mike primarily direct his presentation? \_\_\_\_\_

Average education background: \_\_\_\_\_

Language Backgrounds: English \_\_\_\_\_ Other: \_\_\_\_\_

### THE PROGRAM

What is your program theme?: \_\_\_\_\_

What results are you hoping for from your **overall meeting**?

1. \_\_\_\_\_
2. \_\_\_\_\_

What are the **two major results** you would like to achieve from Mike's program?

1. \_\_\_\_\_
2. \_\_\_\_\_

What would make Mike's program outstanding for you?: \_\_\_\_\_

What is the name and title of Mike's introducer?:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

### GENERAL BACKGROUND INFORMATION

How would you describe your group (attitude, characteristics)?:

1. \_\_\_\_\_
2. \_\_\_\_\_

What are the two most important things Mike should know about them?:

1. \_\_\_\_\_
2. \_\_\_\_\_

Who are your two top competitors? 1. \_\_\_\_\_ 2. \_\_\_\_\_

With what jargons/ inside jokes / friendly rivalries should he be familiar?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What important changes have occurred over the past 12 months (e.g. major software change, merger, compensation plan, senior management changes)?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What changes are planned to which this group will need to adjust?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If there is some resistance among some in the group, it would be to what?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are the three qualities you would like to instill in your group?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Describe the culture of your organisation?: \_\_\_\_\_  
\_\_\_\_\_

### What other professional speakers have you had in the recent past?:

		Positives?	Negatives?
Speaker : _____	Year: _____	_____	_____
Speaker : _____	Year: _____	_____	_____
Speaker : _____	Year: _____	_____	_____

Please list three persons who represent the typical audience member, with whom Mike may speak in advance?:

NAME	PHONE	EMAIL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### Mike's Book on Sales

- A. \_\_\_\_\_ Group book purchase as gifts for each attendee.
- B. \_\_\_\_\_ Books available for autograph after presentation.
- C. \_\_\_\_\_ Brochures so that attendees may order educational materials.
- D. \_\_\_\_\_ Custom printed books including your company logo (cost estimate to follow).

Kindly email the:

- event template and brochure
- a pdf of the whole meeting agenda to [andrea@banjargroup.com.au](mailto:andrea@banjargroup.com.au)

**Thank-you for helping to make this event successful!**

**Mike Boyle**

+61 0 418 503 868

mike@banjargroup.com.au