



NANCY SHARP

Pre-Event Questionnaire

I'm so looking forward to speaking at your next event! In order to help me tailor my message and program for your audience and its specific needs, please complete this questionnaire and send it back to me at Nsharp@NancySharp.net. Answer only those questions that are applicable to your group and, of course, feel free to reach out to me via email or phone should you have any questions or thoughts. Thank you!

Logistics

Client: _____

Program Date: _____ **Program Title:** _____

Program Length: _____ **Contact Name:**

Email: _____ **Cell:** _____

Conference Location: _____

Address: _____

Hotel (if different than conference): _____

Confirmation # of Hotel: _____

Will the hotel be billed to your master account? Yes _____ **No** _____

Transportation for Nancy: Taxi _____ **Car Service** _____

Transportation Confirmation #: _____

Transportation Phone Number: _____



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Meeting Details

Approximate Audience Size: _____

% Women: _____

% Men: _____

Approximate Age Range of Audience _____

Who will introduce Nancy? (Intro will be provided) _____

Email for the person who introduces Nancy _____

AV Requirements: _____

What time and date can Nancy do a sound and AV check? _____

What happens just before and right after Nancy's program?

Is there a meeting theme?: _____

What are the overall objectives for this meeting?

What are the job responsibilities of the audience members?



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Which speakers have done a terrific job for you in the past and why?

What are the most common kinds of “stuck,” “disappointments,” and “losses” your group experiences? How about for individual members?

What is a measurable for your group? (For example, Hospitals - Patient Satisfaction, Salespeople - Sales Goals)

What things are your people doing well that you want to reinforce?



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Are there one or two things your people and organization could improve upon?

Are there any changes your group is currently experiencing? _____

Would you like me to build in questions for the audience following the program? _____

What else would you like me to know to hit a HOME RUN for your audience?

Thank you for your help!