

Bill Gormont - Pre-Program Questionnaire

Please complete this information to assist Bill in preparing for his presentation with your organization. His office must receive this information a minimum of four weeks prior to the meeting date. After Bill's review, his office will schedule a tele-conference meeting to verify his understanding of the provided content with your conference team. Thank you for your cooperation with this!

- 1) Name of person completing this form: _____
Telephone: _____; Email: _____

- 2) Theme of this Special Event: _____

- 3) Identify company(s)/organization(s) in attendance: _____

- 4) Audience: Locally Regional U.S. International

- 5) Provide a general work related description of the make-up of the audience: _____

- 6) Approximate number of attendees expected: _____

- 7) Approximate number of men/women expected: _____% men / _____% women

- 8) Approximate number of attendees within the age ranges:
 - a) Under 30: _____
 - b) 30-45: _____
 - c) 45-60: _____
 - d) Over 60: _____

- 9) Will spouses/life partners be in attendance? Yes / No

- 10) Identify CEO/President/VIP's in attendance:

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11) What is your organization's mission statement or company philosophy? _____

12) What is your organization's vision statement? _____

13) What is the primary business function of this group? _____

14) Why has this group assembled at this location at this time? _____

15) Identify accomplishment(s) the group has recently achieved: _____

16) What are the professional challenges facing the individuals in the audience?

17) What are the significant challenges currently being faced by your industry? _____

18) Describe the most significant changes this group has experienced during the last twelve months. _____

19) Provide the specific objectives you desire from Bill's presentation: _____

20) What is the thrust or message you would like to convey to the group? _____

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21) Identify any sensitive issues you wish Bill's presentation to avoid: _____

22) When Bill Gormont leaves your special event, you will feel he has achieved your goal if he has . . . _____

23) Identify other speakers presenting at this event: _____

24) What takes place immediately before and after my program (break, meal, breakout session, another speaker)?

a) Before: _____

b) After: _____

25) Name of person introducing Bill: _____, Title: _____

26) Identify a web site I may visit for further reference work: _____

27) Identify the individual from your organization who can schedule your conference committee team for the teleconference review.

a) Name: _____

b) Telephone: _____; Email: _____

28) Identify any other items of interest you feel may be appropriate to share that could help make this a meaningful event: _____

END