



Pre-Program Questionnaire

Dear Meeting Professional,

I'd like to ask your help in making our meeting the best possible. This questionnaire will help me tailor my presentation to best meet your needs. You don't have to answer every question, but the more information you can give me, the better. I appreciate your taking the time to do this important planning step.

Sincerely,

Annette Dubrouillet

Client: _____ Program Date: _____

Point of contact (name, telephone number, email): _____

Program Title: _____ Venue: _____

Length of program: _____

When is program scheduled on agenda: _____

Participants:

How many people will attend: _____ Percentage female: _____ male: _____

What is the approximate age range of the participants? _____

What are the job descriptions/titles of the participants?

What is the typical educational level of the participants? (Ex. high school, trade school, some college, college graduates, post-graduate) _____

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Is attendance at the presentation mandatory or optional? _____

How well will the participants know each other? _____

What are the participants' attitudes and expectations about this program?

What are the objectives for the presentation I will be giving? (Check those that apply and rank them.)

<u>Applies</u>	<u>Rank</u>	<u>Objective</u>	<u>Applies</u>	<u>Rank</u>	<u>Objective</u>
_____	_____	Learn new skills	_____	_____	increase general knowledge
_____	_____	Interact with other Participants	_____	_____	Increase specific knowledge
_____	_____	Increase teamwork	_____	_____	Have fun
_____	_____	Practice new skills	_____	_____	_____

Why did you choose this topic? _____

What do you want the participants to think or do after this presentation?

What other presentations has this group had in the past two years?

What did you like or not like about those presentations?

Who are the other presenters at this meeting? I would like to contact them to learn a little about the content of their presentations, so could I have names and phone numbers?

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Could I have the names and phone numbers of several people who will be participants at the meeting? I will contact them to discuss their expectations and needs.

Do you have any other questions or suggestions to ensure my presentation meets your needs?

**Thank you for taking the time to complete this questionnaire.
You can fax it back to me at 703-913-3533 or mail it to**

**Annette Dubrouillet
6214 Duntley Place
Springfield, VA 22152**

or email it to annette@annette.biz

**Feel free to call me at 703-913-3534 or 800-626-9570 if you have any
questions about the form.**