

CARLA BECK

Music To Your Ears – Power to Your Life

The answers to this questionnaire will help me tailor my presentation specifically to the needs of your group. Skip any questions that are not relevant.

Preliminary Information

1. Organization Name:
2. Main Contact's Name:
3. Email:
4. Phone:
5. Why did you choose me?
6. Who did you have last year?
7. Will there be any special guests? Please explain:

8. Who are the other presenters at this event and what is the focus of their presentations?

9. What is the most important objective of the function?

10. What do you want the audience to do, think or feel when I'm done presenting?

11. How will you know if I've done a good job?

12. Do you plan on having any meeting/conference giveaways to attendees?

Technical Information

1. What time is the mic/sound test?
2. Who do you want me to send my AV requirements to?
3. Name and email of person who will be introducing me?
4. Do you prefer I book my flight or would you rather? Which airport?

Details About Your Audience:

1. Number of attendees?
2. What is the male/female ratio?
3. Average age?
4. What are their major job responsibilities?

5. What do you think separates your high-performance people from others?

6. What are 3 main challenges or points of disempowerment that they may face?

Organization/Event Details

1. Tell me about your organization:

2. What is your Company/Association mission or philosophy statement?

3. Do you have a specific web page or brochure I should see?

4. Recent significant events, such as mergers or relocations:

5. Are there sensitive issues that should be avoided?

6. Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation.

7. What is the most humorous situation that attendees have been involved in?

8. Is there a phrase or saying that the CEO, president, or any well-known person uses that would be humorous or familiar to reference?

Please email this form back to info@KeynoteCarla.com