Jane Lovas

Pre-Program Questionnaire

*Please assist me and my staff in preparing a program that is specifically suited to the needs of your group. The answers to this questionnaire will help me tailor my presentation appropriately. Please skip any questions that are not relevant to your group. In addition to this questionnaire, please provide me with any written, printed, or web-based materials that will help me familiarize myself with the upcoming event.*

Contact information

1. Name:
2. Email:
3. Phone:
4. Organization name:

Event / venue information

1. Date and time I will be speaking:
2. Name and location of event venue:
3. Closest major airport:
4. Name and location of hotel if different from event venue:
5. Are you booking Jane’s hotel room?
6. If so, what is the confirmation number?
7. If you are arranging ground transportation please provide any details, phone numbers or confirmation numbers:
8. What is the name of the room Jane will speak in?
9. What time is the mic test?
10. Are there special functions that would be helpful to attend? When and where?
11. Name and phone number of person to contact at event:
12. Speaker dress code for event:
13. Name and email of person who will be reading Jane’s introduction?

Organization Details

1. Who are the other presenters at this event and what is the focus of their presentations?
2. Most important objective of the function:
3. How do you want your people to feel at the end of Jane’s presentation?
4. What is the mission or philosophy statement for your organization or association?
5. Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation.
6. Are there sensitive issues should be avoided?
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 to reference?
9. Will there be any special guests? Please explain:

Details about your audience:

1. What challenges do they face?
2. Number of attendees:
3. Percentage male / female
4. Average age
5. What are their major job responsibilities and do they have employees?
6. Tell me about your organization:
7. Do you have a web site (url)?
8. Recent significant events, such as mergers or relocations:
9. What do you think separates your high-performance people from others?

A/V requirements: Cordless lavaliere microphone (clip-on lapel microphone).

Please email this form back to jlovas@lovasconsulting.com