

# Pre-Engagement Questionnaire

---

Your name:

Name of your organization:

Your email:

Your phone number:

Best time to catch you:

Date of your event:

What time of day will your event take place?

Where will your event be held?

How many people will attend?

How will they be seated?

- Folding chairs
- Classroom style
- Round tables
- Theater style

What will they be wearing?

- Formal business attire
- Casual business attire
- Uniforms
- Jeans
- Prom Dresses (just kidding...)

Will a meal be served?

Will there be a band and/or singer?

Type of podium and microphone?

Background music ?

Audio / visual system available?

Other events in the vicinity where we will disturb each other?

Who will introduce me?

Want my bio and a photo early?

Are there any specific points to be made or sensitivities to be avoided, i.e. the recent outbreak of head lice (kidding again!)

Will an area be available for the sale of my products?

Submit

Hear the phone ringing? That is probably us getting right back to you!  
I look forward to speaking with you soon.

*Penny*

803.275.3377