

Pre-Event Questionnaire

1. **Company/Association/Event Name:**
2. **Website:**
3. **Who will be in the audience? e.g. Sales, Marketing, CEOs, VPs, Admin?**
4. **Audience info**

**Number expected:**

**Percentage male/female:**

**Age Range:**

**Spouses attending?**

**Geography (local/regional/international?):**

**Familiarity among members? New members?**

1. **How do I refer to the group in the collective? e.g. “Test Engineers” “Associates” “Staff”?**

1. **Theme?**
2. **How long has event been running?**
3. **What do you want my Keynote / Breakout Session to accomplish?**

1. **Are the Other Break-Out Sessions? What are their names? (just need 3):**
2. **Is there anything you’d like to change, avoid or keep from what’s been done in past?**
3. **Milestones to mention or celebrate?**
4. **Most painful, boring and/or tedious thing the individuals in the group have to face regularly:**
5. **Are there any specific personalities you’d like me to toast, roast or otherwise engage?**
6. **Who will be introducing Tim?**
7. **Please provide six (6) volunteers for Synergy Sentence game (various ages, men + women, etc.)**
8. **IMPORTANT: Name and Mobile # of On-Site Contact**