

PRE-CLIENT QUESTIONNAIRE

CLIENT NAME/ORGANIZATION: _____

MEETING PLANNER: _____ PHONE #: (_____) _____

Dear Meeting Planner:

This "Client Questionnaire" is an important document because it becomes the foundation that will drive my presentation/seminar for your group. The better job you do in providing me with information about your company or agency, the better job I'll be able to do for YOU!

Thanks for your help in filling this out and promptly faxing/emailing it back to me.

Nadine Owens Burton

Program Date: _____ Beginning Time: _____ End Time: _____

Name of Organization: _____

Address _____

Your Website URL: _____ Fax: _____

About the Location:

Event to be held at: _____

Designated Meeting Room: _____

Address & City (of event location): _____

Phone #: _____

Title of Event (for Handout): _____

What type of room will the meeting be held in? _____

Have you held the meeting at this location before? _____

Will the room support a Power Point Presentation, i.e. are there blinds on the windows, are there dimmers on the light switches, will the attendees in the rear of the room have a clear line of sight to the screen, etc? _____

About the Event:

Theme, if any: _____

Will there be any other presenters for this event? YES _____ NO _____

What precedes Ms. Burton's talk/presentation? _____

What follows it: _____

Objective of Event: _____

Number Expected To Attend: _____ Spouses Included? _____

Who Will Be Attending? _____

Estimated Age Range: _____ to _____ Male/Female Ratio: _____

Can I videotape the seminar/presentation?: _____

Ms. Burton's introducer will be: _____

Special persons to recognize: _____

How would you finish this statement "This event will be a success if Ms. Burton accomplishes the following with our people:" _____

About your Organization:

What are the most important changes happening in your company?

What keeps Senior Management awake at night? _____

What are the challenges of your audience members?

What are their concerns? _____

What have been your victories as a company/association/team in the past year?

What would you like to accomplish by Nadine Owens Burton speaking for/training your group?

Is there a slogan or philosophy commonly used within your organization? _____

What exciting or unusual thing has happened in the organization in the past few months--one the entire group would relate to? _____

What humorous event has happened in the organization in the past few months--again, one the entire group would relate to? _____

If this were your talk what three (3) Key Points would you make in it?:

What are the sensitive issues? Any controversial issues? Topics/subjects NOT to be mentioned?

In Case Of An Emergency Immediately Prior To This Booking...

Please Contact: _____

Office Phone # is: () _____ Home Phone # is: () _____

Cell Phone # Is: () _____

I love to speak and to educate. I take my profession very seriously. As any educator, I believe in assessments to help me develop lesson plans to assist my students/clients. I am personally committed to you and I will deliver a professional program. If you cannot commit to completing this document, I will not be able to give you the best presentation and services.

Please email (nburton@owensburton.net) or fax (302-449-2055) the completed form to Owens Burton Consulting so that we can develop your Proposal/Contract and begin customizing your training/speech.