

# GARRISON WYNN

## 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:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization name: \_\_\_\_\_

### Event / venue information:

Date and time I will be speaking: \_\_\_\_\_

Location of event (hotel or conference center address.): \_\_\_\_\_

City: \_\_\_\_\_ Closest major airport: \_\_\_\_\_

Are there special functions that would be helpful to attend? \_\_\_\_\_

What time and where? \_\_\_\_\_

Name of person to contact at event: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Dress code for event: \_\_\_\_\_

To whom should I give my introduction?: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Most important objective of the function: \_\_\_\_\_

\_\_\_\_\_

How do you want your people to feel at the end of my presentation? \_\_\_\_\_

\_\_\_\_\_

What is the mission or philosophy statement for your organization or association? \_\_\_\_\_

\_\_\_\_\_

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

What sensitive issues should be avoided? \_\_\_\_\_

Is there any publicity work I can help you with while I am at your event? Y/N Please contact me with details.

What is the most humorous situation that attendees have been involved in? \_\_\_\_\_

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

Will there be any special guests? Please explain: \_\_\_\_\_

Please provide me with the names of one or more audience members that you recommend my staff or I contact for research:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Details about your audience:**

What challenges do they face?  
\_\_\_\_\_  
\_\_\_\_\_

Number of attendees: \_\_\_\_\_ Percentage male / female \_\_\_\_\_ Average age \_\_\_\_\_

Major job responsibilities, Do they have employees:  
\_\_\_\_\_

### **Tell me about your organization:**

Do you have a web page? \_\_\_\_\_

Recent significant events, such as mergers or relocations: \_\_\_\_\_  
\_\_\_\_\_

What do you think separates your high-performance people from others? \_\_\_\_\_  
\_\_\_\_\_

Do you have any comments or suggestions that have not been mentioned on this form?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If possible, please make sure the front row of the audience is seated no more than 6 feet away from the stage or area in which I will be presenting. We have found that the distance of the audience from the speaker considerably affects the impact of the presentation.

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

Please fax to 713-524-3636

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888-833-2902