

GARRISON WYNN

PRE-PROGRAM QUESTIONNAIRE

Please assist me and my staff in customizing 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. Organization name:**
- 2. Name:**
- 3. Email:**
- 4. Direct line:**
- 5. Cell phone:**
- 6. Name and cell phone number of person to contact at event (if different from above):**
- 7. How did you hear about Garrison? Referral, Internet (which search term)? Facebook?**

Event and Venue Information

- 8. Date and time I will be speaking:**
- 9. Length of the presentation:**
- 10. Time of the mic check/sound check:**
- 11. Speaker dress code for event?**
- 12. How will the audience be dressed?**
- 13. Name and address of event venue (Leave blank if same as hotel):**

HOTEL INFORMATION

Hotel name, address and phone number

Hotel confirmation number:

(Client is responsible for booking Garrison's hotel room. Please reserve NS, feather free (lower floor if possible) room.

Name of the room where Garrison will be speaking:

Ground Transportation

1. Client is responsible for arranging **ground transportation** in the event city. Garrison prefers a sedan to pick him up or if you have Uber in your city that will work as well. **Please provide any details, phone numbers or confirmation numbers:**
2. Closest major airport:

Audience Details

3. Approximate number of attendees:
4. What challenges do they face?
5. What are their major job responsibilities and what % of the audience manages employees?

Presentation Details

6. Who are the other presenters at this event and what is the focus of their presentations?
7. What is the most important objective of the function?

8. Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation.
9. Are there sensitive issues that should be avoided?
10. Please provide any social media information that you are using for your event. (Twitter Hash tag, LinkedIn, Facebook.)
11. Will you be filming video or having photos taken of Garrison during or at the event? If so what is the contact information for the videographer and/or photographer?
12. Feel free to link Garrison website for your promotional materials.
www.garrisonwynn.com

Organization Details

13. Tell me about your organization:
14. Recent significant changes or events such as mergers, relocations, or new products:
15. What do you think separates your high-performance people from others?

A/V requirements:

- Cordless lavalier microphone (clip-on lapel microphone).
- Staging requirements: Stage as close to front row as possible. (Five feet is the recommendation for maximum audience connection.)
- Small table or platform to Garrison's left as he faces the audience. (Flat surface)
- Room temperature bottle of water

Please EMAIL this form back to <mailto:Val@wynnsolutions.com>