**PRE-EVENT QUESTIONNAIRE**

Thank you in advance for filling out my pre-event questionnaire to help me deliver the best program possible to your group. As I work with a diverse number of groups, some questions will not apply —   
just skip them!

Please email the completed form to me at [Tonia@ToniaMorrisSpeaks.com](mailto:Tonia@ToniaMorrisSpeaks.com). The more details you can provide the better I can customize program for you. Feel free to call or email me with any questions.

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| --- | --- | --- |
| **Organization:** |  | |
| **Address:** |  | |
| **Website:** |  | |
| **Date of Program:** |  | |
| **Primary Contact Person Prior to Event:** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **Office Phone:** |  | **Cell Phone:** |  |
| **Fax Number:** |  | **Email:** |  |

**About Your Group Event:**

How many people will be attending, and what are the demographics of the audience?

(age, male/female ratio, sales, management)

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What is the theme for the event? (if applicable)

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| What is the exact length of time you’d like me to speak? |  |

[ continued ]

How would you complete this sentence: *“Tonia’s program would be a total success if she accomplished this one thing with our group…”*

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How would you describe the work culture in your organization?

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Is there something I could cover / say that you cannot? What’s the ‘elephant in the room’ that everyone is avoiding?

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Is there something your group would like to learn more about?

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Is there anything I should NOT mention during my presentation?

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Is there anything else you’d like to share or need me to know about your group, organization, or event?

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**I look forward to working with you!**

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