



Pre-Event And Meeting Questionnaire

Alan Paoletti

Keynote Speaker-Magician-Mentalist-Connector

Client Name:

Name of Your Group/Organization:

Website Address:

At your convenience, please complete the following pre-event Questionnaire so that I may properly research and customize your program to meet your specific needs.

1. The title of your event or retreat:

a) Is there a theme or focus? Please elaborate.

2. Date(s) to be held:

Alan Paoletti

972-835-1283 – Alan@APMagic.Net – www.APMagic.Net



3. Location of event:

Address: _____

Phone: _____

Website: _____

4. Explain your agenda and breakout sessions, including times:

5. What will take place before Alan's presentation?

6. What will take place after Alan's presentation?



7. What other training sessions will be taking place during your event?

8. What are the three most important objectives for Alan's presentation(s)?

- 1.

- 2.

- 3.

9. What would make Alan's presentation more meaningful to your group?

10. What have you liked most about speakers you have had in the past?



11. What will be the attire for your organization's attendees at this event?

About the Audience

Your input here is helpful to better understanding the dynamics of your organization's specific culture and group make-up. It does not in any way affect the content of the program. It simply helps me as the presenter to better serve your specific audience.

12. Estimated number of attendees:

13. Percentage of males: _____ **Percentage of females:** _____

14. Percentage of managers or supervisors: _____

15. Percentage of senior or executive level leaders: _____ **Other:** _____

16. Group age range: _____

17. Others who may attend the event? (clients, spouses, contractors, vendors, etc.)

18. Describe your organization's culture.

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19. What are the greatest challenges your organization or group is currently facing?

20. Who are your primary competitors?

Name of the person who has completed this question:

Name:

Date:

Phone:

Please email this information to Alan at: Alan@APMagic.Net

Any questions, call Alan 972-835-1283

Thank you for your assistance. Your valuable input will help to ensure the success and effectiveness of this presentation.

Alan Paoletti

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