Dr Jo Messenger
PRESENTATION QUESTIONNAIRE

Please complete and return prior to phone briefing

CLIENT NAME:
CONFERENCE DATE:
CONTACT NAME:
EMAIL:
BEST PHONE:
OFFICE ADDRESS:
Dress code 1. Business ☐ 2.Casual ☐ 3.Black tie/ Formal ☐

The Program
1. Event Title
2. Meeting Facility, Location, Room:
3. Dr Jo's contact prior to arrival and during meeting:
TITLE: NAME:
PHONE (WK): HOME:
CELL:
WHAT TIME/ DATE WILL CONTACT ARRIVE ON SITE?
WHAT HOTEL WILL CONTACT STAY AT FOR EVENT?
ROOM NUMBER/ ON-SITE OFFICE?
SECONDARY CONTACT in case of emergency:
NAME:
CELL:
4. Program Theme:
5. Speech Title for Dr Jo?
6. Name and title of introducer:
7. What time does the day begin?
8. What takes place immediately before Dr Jo's speech?

9. What takes place immediately following Dr Jo's speech?
10. How long do you want Dr Jo to speak?
11. Exactly when does Dr Jo begin speaking?
12. What time does she finish speaking?

13. What time is sound check?
14. Major objectives of this meeting and challenges your company is facing?
1.
2.
3.
15. Specific objectives for Dr Jo Messenger's session:
1.
2.
3.
16. Why did you choose Jo Messenger for your event?
17. What other speakers have you used before? 1. 2. 3.
18. Who is the best speaker you've ever heard anywhere? What made the talk memorable for you?
19. Who else is speaking at this event? 1. 2. 3.
Audience Analysis
1. Size of Audience: %Males %Females
2. Average Age:
3. General description of Attendees:
4. Please provide a brief description/ Profile of your organization:
Current Challenges/ Issues experienced in your industry:
Logistics
1. Have you received Dr Jo's technical requirements?
2. Are there any concerns about the technical requirements?
3. Will you provide theatre seating as requested in the AV requirements? ☐ ☐

4. Will you provide a lavaliere microphone as requested?	☐ ☐
5. Will you be having Dr Jo's handouts for the audience members?	☐ ☐
6. Who is in charge of providing audio/ visual and room-set up requirements? TITLE: NAME: PHONE (WK): CELL:	
7. Is there anything further your organization requires from Dr Jo Messenger at this point?	
Social Media 1. Twitter name of organization/event/person for Dr Jo to follow: 2. Twitter hashtag of the event, conference or organization: 3. Facebook page for the event, conference or organization: 4. Linked in company page; 5. Are there any other social media networks you would like Dr Jo to connect with?	
Agenda – Have you sent a copy of the whole conference agenda to Dr Jo? **Or copy link here:** **Or return a copy with this questionnaire, Thank you.**	