

Pre-Event Questionnaire

Jim Driscoll

<http://www.JimDriscoll.org>

This Pre-Event Questionnaire will enable Jim to fine-tune his presentation to the exact needs of your group. Feel free to skip over any answers that would merely duplicate answers to previous questions or that might be irrelevant due to the nature of your event. Your help will increase the value of this program to your audience!

Just print out this questionnaire, complete it and FAX it to: 832-603-4200

Your Name:

Phone:

Title:

Fax:

Company:

Website:

Best time for Jim Driscoll or Representative to reach you:

I. YOUR EVENT

1. What is the meeting theme?
2. What is the specific purpose of this meeting?
3. What type of meeting is it? (annual meeting, awards ceremony, sales kick-off, etc.)
4. Who (if anyone) is on the program just before Jim and what is their presentation topic?
5. Who (if anyone) is on the program right after Jim and what is their presentation topic?
6. Which company executives and/or industry experts will be speaking at this meeting?

3. What areas of challenge pose the greatest opportunity for improvement?
4. What are the most significant events that have occurred, and that have affected, your industry, organization, or group during the past year? (i.e. mergers, downsizing, etc.)
5. What is the primary product or service that you offer?
6. What are the two most important benefits you offer to your customers?
 - A.
 - B.
7. What are two or three achievements of which your organization is most proud?

Name five key people in your group who will be at the program. With your permission, Jim may want to contact them to discover more information about your group.

Name / Telephone #

- 1.
- 2.
- 3.
- 4.
- 5.

V. LEARNING TOOLS

Most audiences want something to help them continue learning after the presentation. What do you prefer?

- Visit our online store for all of Jim Driscoll's titles
- Customized workbook

How do you wish to handle these?

- Purchase at quantity discount to distribute to participants at the event.
- Offer learning materials to participants for purchase at the event.
- Let participants order the materials from Jim after the presentation.

VI. LOGISTICAL INFORMATION

1. Hotel Name & Address

Phone:

Fax:

2. Hotel Confirmation Number:

3. Name of meeting room:

4. Into what airport should we schedule Jim's flight?
5. How far is the hotel from the airport?
6. How should Jim travel to the hotel? (take cab, rent car, driver will pick up, etc.)?
7. Would you like Jim to notify someone after he arrives at the hotel? If so, whom shall he contact:
Phone:
8. Contact at meeting site:
Name: Title: Phone: On-site arrival date:
9. Are there any pre-meeting engagements (i.e. breakfast or lunch)? If so, where and when are they scheduled:

Thank you. Please FAX this questionnaire to: 832-603-4200