

Information Gathering for Mike Marino Jr., "In Person"

To help personalize the program for your group, please fill out the three pages and mail them back to me. The answers provide the necessary information to help me serve you and your associates.

Contact person: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Date and time you are interested in: _____

Length of program: _____

Is this a keynote, after dinner presentation, training sessions or both? _____

What is the purpose of the meeting? _____

Is there a theme? _____

What are your specific objectives for my session? _____

Are there any particular issues/topics that you would want me to address? _____

Sensitive issues to avoid (if any): _____

Name and title of Mike's introducer: _____

What takes place immediately before and after my part of the program? _____

Who are the other Speakers on the program (if any)

Speaker: _____ Topic: _____

Have any professional speakers been used in the past? If so, what did they cover?

Speaker: _____ Topic: _____

Please provide me with the names, titles, and phone numbers of three people who will be at my presentations, that I may call to do more "grass roots" information gathering.

1. _____

2. _____

3. _____

Audience profile: Number attending? _____ Spouses invited? _____

Percent male? _____ Percent female? _____ Average age? _____

What are the names and titles of the top people who will be at the session?

Any significant events in the last year? (Mergers, trends, re-locations, etc.)

Any other suggestions to help us make this the best program ever?

Logistical information:

How will Mike get to and from the meeting site/hotel? _____

Exactly where is the meeting?

(Hotel/meeting room mailing address, phone number, and key contact at the hotel.

We may need to ship materials ahead or give/get directions.)

Emergency Information:

If I have any problems/emergencies on the way to the program, whom should I contact?

(Please include business, home, and cell phone numbers.)

Name: _____

Business Phone: _____

Home Phone: _____

Cell Phone: _____

Additional information or questions:
