

Information Gathering

To help us personalize our program to your group, please fill out these two pages. It provides us with necessary information to help us serve you and your associates.

Please fax to : Fax to 504 834 6595 Phone: 504 833 4405

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 and home phone numbers.)

Name _____

Business Phone: _____ Home

Phone: _____