

Pre-Event Questionnaire

Please complete and return to:
Yolanda M. Owens ♦ P.O. Box 11471 ♦ Burke, VA 22009
Email: yolandamowens@gmail.com

This questionnaire will allow Yolanda to have a better understanding of your group and aid in event preparation.

Event Contact Information:

Contact Person:	Title:
Association/Company/School:	
Phone #:	Cell #(in case of emergency):
Date of the Event:	

Event Information:

What is the specific purpose of this event?
What are your specific objectives for a presentation?
Are there any sensitive issues that should be avoided? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please note issues below.</i>

Event Logistics:

Name & Title of my introducer:		
Timeframe for presentation:	Start:	End:
Will there be a break? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, approximate time:	
What takes place immediately before and after my presentation (i.e. another speaker, meals break, class, etc.?)		
Who are the other speakers on the program with me (if any)? Speaker: _____ Topic: _____ Speaker: _____ Topic: _____ Speaker: _____ Topic: _____		

Event Dynamics:

What professional speakers have you used in the past and what did they cover?	
Speaker:	Topic:
Speaker:	Topic:
Speaker:	Topic:
What did you specifically like/dislike about their performance? Why? <i>(Feel free to withhold names and only comment on their performance)</i>	
Do you have any special suggestions to help make this program your best ever?	

Audience Information:

Approximate # attendees:	Average age of group:	Range of age:
Majors:		
Year of study (Frosh, Sophomore, Junior, Senior, Master, MBA, PhD):		
Additional information I should know about the audience:		

Tell me about your Group/Organization/Association/Company:

What are the three main things you think I should know about your group?
1.
2.
3.
What are the biggest job search challenges being faced by your group?

What areas would your group most like to improve regarding their job searches?

What's the most effective way to communicate with/present to your group?

Thank you for your assistance!