

# PRE-PROGRAM QUESTIONNAIRE

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Keynotes • Seminars • Consultations

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This questionnaire is designed to assist us in preparing a customized program for your organization. Please answer all applicable questions as thoroughly as possible.

1. Name of organization  
\_\_\_\_\_
2. Date of presentation  
\_\_\_\_\_
3. Composition of audience  
\_\_\_\_\_
4. Number expected to attend  
\_\_\_\_\_
5. Length of presentation  
\_\_\_\_\_
6. What is the theme of the meeting?  
\_\_\_\_\_  
\_\_\_\_\_
7. What are the specific objectives / results desired from our program?  
\_\_\_\_\_
8. What is the mission / philosophy statement of your organization?  
\_\_\_\_\_
9. What are some of the current problems / challenges / breakthroughs experienced by your industry?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Are there any sensitive issues or terms to avoid?  
\_\_\_\_\_  
\_\_\_\_\_
11. Meeting Time: Begin \_\_\_\_\_ End \_\_\_\_\_

12. Meeting Location:

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Site address

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Distance from airport to hotel

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Distance from hotel to site

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Recommended mode of transportation from airport to hotel

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Recommended mode of transportation from hotel to meeting site

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13. What takes place immediately before / after our program  
(meal, break, etc., if another speakers, please indicate topic)?

Before

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After

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(Please note: I like to arrive an hour early to each program to view the room and set up as well as personally introduce myself to attendees as they arrive.)

14. If problems / emergencies arise on the way to the program, whom should we contact?

Name

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Business Telephone #

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Home Telephone #

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15. Name and telephone number of general manager, employees, and / or associates we can contact to get additional information:

Name

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Telephone #

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Name

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Telephone #

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Name

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Telephone #

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16. Previous consultant and / or programs used:

Name

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Program

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17. Name and telephone number of people you would like to refer to

Name

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Telephone #

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Name

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Telephone #

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Name

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Telephone #

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18. Please send us the following information (if available):

\_\_\_\_\_ Meeting agenda / information

\_\_\_\_\_ Company newsletter / paper / flyer

\_\_\_\_\_ Special promotions / campaigns

**Please return this completed pre-program questionnaire to:**

Riley's Press LLC  
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