



Presentation *Questionnaire*

Please complete and return prior to the telephone briefing.

Please feel free to video Amanda's presentation and share with the delegates, we just ask you also provide us with a copy as soon as it is available.

Your details

Client name

Conference date

Contact name

Email address

Office address

Dress code

☐ Business ☐ Casual ☐ Black tie / Formal

The program

1. Event title

2. Meeting facility, location, room

3. Amanda's contact prior to arrival and during meeting

Name

Title

Phone (work)

Home

Cell

What time / date will contact arrive on site?

What hotel will contact stay at for event?

On-site office location?

4. Secondary contact in case of emergency

Name

Cell

5. Program theme

Speech title for Amanda?

6. Name and title of introducer

7. What time does the day begin?

10. How long do you want Amanda to speak?

8. What takes place immediately before Amanda's presentation?

9. What takes place immediately following Amanda's presentation?

11. Exactly when does Amanda begin speaking?

12. What time does she finish speaking?

13. What time is sound check?

14. Major objectives of this meeting and challenges your company is facing?

1.

2.

3.

15. Specific objectives for Amanda Gore's session:

1.

2.

3.

16. Why did you choose Amanda Gore for your event?

17. What other speakers have you used before?

1.

2.

3.

18. Who is the best speaker you've ever heard anywhere?

What made the session memorable for you?

19. Who else is speaking at this event?

1.

2.

3.

Audience analysis

1. Size of audience

% Men

% Women

Average age

General description of attendees

Please provide a brief description / profile of your organization

Current challenges / issues experienced in your industry, for your delegates and challenges within your organization

Logistics

1. Have you received Amanda's technical requirements?

2. Are there any concerns about the technical requirements?

3. Will you provide theater seating as requested in the AV requirements?

☐ Yes ☐ No

4. Will you provide a "Shure" brand lavalier microphone as requested?

☐ Yes ☐ No

5. If this is a virtual event please send the platform to be used and when the link will be emailed to us.

Will people be in the one place together?

☐ Yes ☐ No

What percentage will be sitting in front of their computers at work?

What percentage will be at home?

6. Who is in charge of providing audio/visual and room set-up requirements?

Name

Title

Cell

Email

7. Is there anything further that your organization requires from Amanda Gore at this point?

Resource materials

To reinforce the impact of Amanda's presentation and guarantee an ongoing benefit for each participant, many organizations choose to follow up the presentations with group membership to Amanda's online program or to use the content of the virtual session as ongoing training material. Please discuss this with Amanda if you would like to pursue this ongoing training model.

Social media, please answer the following if relevant

Twitter name of organization/event/person for Amanda to follow

Twitter hashtag of the event, conference or organization

Facebook page for the event, conference or organization

LinkedIn company page

Are there any other social media networks you would like Amanda to connect with?

Agenda

Have you sent a copy of the whole conference agenda to Amanda? It is important!

Or copy link here

Or return a copy with this questionnaire, thank you.

Contact Amanda

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