



(Serious Stuff!)

PRE-PROGRAM QUESTIONNAIRE

Please fill out this questionnaire and return it to the address below at least three weeks before the presentation. Feel free to write on the back, add pages, pass it to others. The more information, the better!

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_____ Date of Event

Organization _____

Title of Event _____

Topic/Title of Presentation _____

Length of Presentation _____ Time scheduled _____ Attire _____

Theme for event _____

Purpose of the overall program _____

Name, address and phone of person introducing me _____

Estimate of Group Demographics: Educational background _____

Size of audience _____ Ethnic/cultural make-up _____

Age range _____ Will there be anyone visually impaired in the audience _____

% Men : Women _____ Will presentation be signed for the hearing impaired? _____

Names and topics of other presenters _____

Does your business/association currently have a Web site?

If so, what is the URL? _____

1. What jobs do the audience members hold?

2. What are some things your group, organization, or profession is proud of?

