



Speaking: Pre-Program Questionnaire

This form will assist Ellie in preparing her presentation to fit your group's needs.

Please complete it and e-mail it to ellie@ellienieves.com or fax to 845-227-6699. Thank you!

Your Contact Information

Name of organization:

Website:

Name of meeting planner:

Office phone:

Cell phone:

Email:

Fax:

Event Information

Please describe the event and its purpose:

Speech Information

Date of Ellie's presentation:

Length of presentation:

Requested topic:

Objective of Ellie's presentation:

What is on the program right before Ellie speaks?

What is on the program right after Ellie speaks?

How did you hear about Ellie Nieves and/ or Leadership Strategies for Women?

Why did you request Ellie as a speaker for this event?

Audience Information

Please describe the audience size and demographics:

Recent achievements of audience:

Problems/challenges of audience:

Venue Information

Name of venue: Venue phone:

Address:

Name of meeting room:

**What needs to happen as a result of Ellie's participation for you to consider this event a success?
(Please be as specific as possible.)**

Sensitive issues that should be avoided?

ATTENDEE/AUDIENCE

Number attending? _____

% male _____ female _____

Spouses attending? _____ Age range _____ Avg. Age _____

Average Annual Income _____

Income range _____

Educational Background

Major job responsibilities of audience

Average length of employment/association with company/group

Circle one: Are attendees there **voluntarily** or is it **mandatory**?

If mandatory, how receptive are the attendees to this program?

Will the attendees have to **pay individually** or is it **company sponsored**?

Dress code for attendees? _____

Usual dress? _____

Other relevant information:

Background:

Who are the other speakers on the program?

Speaker _____

Topic _____

Speaker _____

Topic _____

What speakers have you used in the past that covered topics related to the material Ellie will be presenting for you?

Speaker:

Speaker:

What did you like and/or dislike? **(Without their names if you prefer, but please comment on the material used.)**

Name the key executives that will be in Ellie's audience. With your permission, we would like to contact them for more research information on your group.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

DETAILS ABOUT YOUR AUDIENCE

Recent Achievements?

Problems/Challenges?

Breakthroughs? _____

What separates your high-performance people from others?

DETAILS ABOUT YOUR ORGANIZATION

Recent Achievements?

Problems/Challenges?

Breakthroughs?

Significant Events? Mergers? Relocations? Awards?

DETAILS ABOUT YOUR INDUSTRY

Recent Achievements?

Problems/Challenges?

Breakthroughs?

Logistics:

Introducer's name: _____

Title: _____

Note: An introduction will be provided upon request. Would you like one?

Yes _____ No _____

Recording:

Will the presentation be taped?

Yes _____ No _____ Audio? _____ Video? _____

(Remember we will need to give permission to do so)

Travel Information

What airport will Ellie fly into?

Name of person who will pick Ellie up from airport:

Cell phone:

Hotel Name: Hotel phone:

Hotel Address:

Ellie's Audio-Visual Needs

- LCD projector and screen (depending on presentation)
- Microphone preference: lavalier microphone or cordless hand-held microphone