

Michael S. Miller

Pre-Engagement Questionnaire

Client: _____

Event: _____

Date(s): _____

Location: _____

Time(s) _____

Program Title: _____

THE PRESENTATION

Purpose of meeting: Annual Meeting University Class
 Awards Banquet Conference
 Luncheon Other _____

Event City: _____ State: _____ Country: _____

Presentation Type: Keynote Breakout Other _____

THE SPEAKER

What did you like/dislike about previous speakers? _____

What suggestions do you have that will help us make this presentation the best your Audience has ever had? _____

THE AUDIENCE

Total Number Attending: _____ Percent male/female ____/____

Average Age: ____ -- ____ Educational Background _____

Dress: Formal Casual
 Business Other _____
 Business Casual

BUDGET

Travel Expenses paid: Yes No

Other Expenses paid: Yes No

Notes about Expense Fee: _____

Speaker Fee: \$ _____

Notes about Speaker Fee: _____

YOUR ORGANIZATION

Industry: _____

Your Name: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Website: _____

Best way to reach you: Phone Email

Additional Notes: _____

