

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: _____

