



"Pause for Wellness"™

208 Eagle Valley, Suite 170
East Stroudsburg, PA 18301

PRE-PROGRAM QUESTIONNAIRE

Answering these questions will help us determine your program needs and assist us in doing our part to make it a success for your participants and for you. Please answer directly on this questionnaire and send it as an attachment to AskME@ManifestExcellence.com

Be well!

THE EVENT

What are the theme and objectives for your conference/meeting?

Who will attend (i.e. who is your target audience)?

Location of event (City, State, Country, and Venue)

Names and titles of event contact people?

How many people are expected to attend?

Approximately what percentage are women?

Are children attending?

What is the approximate age range of participants?

What is the recommended attire for attendees?

PRESENTATION

Requested Topic(s):

Type of presentation(s) (keynote, breakout session, panel)?

Start time:

End time:

What takes place immediately BEFORE my talk?

What takes place immediately AFTER my talk?

Name and title of person introducing me:

Are there any other functions that I am invited or expected to attend while there? If so, what is the attire?

What is the name, location and time of special function(s)?

AV – Technical: Who is in charge of providing audio/visual requirements & set up?

Name:

Phone number:

What time will the room be available for sound check?

Is the event being recorded? Audio? Video? Live streaming?

YOUR ORGANIZATION

Briefly describe your products/services:

What's your mission?

What is the biggest health and wellness concern your attendees face?

What 3 specific things do you think I should know regarding the people attending?

During the past year, what significant events occurred in your company or organization (ex. merger, leadership change, restructuring, new policies)?

Are there any subjects, words, phrases, concepts, or experiences with negative connotations that should be avoided?

What "local flavor" can I use to help personalize my presentation? (ex. a company/community leader, a local event, local weather, top achiever, etc.).

What have your participants liked the most about prior speakers?

Liked least?

What else do I need to know in order to provide a spectacular presentation and excellent experience for your participants?

Logistical Information

The name of the conference room/ballroom in which I will be speaking:

What is the Hotel where I will be staying?

Closest airport to hotel:

Distance from airport to hotel (in miles):

Approximate travel time from airport to hotel (in minutes):

Approximate travel time from hotel to conference/meeting:

Will I be met by a car service at the airport?

Will I be met at the hotel before event?:

Name of limo service and driver:

Limo service phone number:

Ground transportation confirmation #:

Where will driver meet me?:

Will driver be holding a sign with my name?

CONTACT INFORMATION:

Name and cell number of person I can contact to let them know

I've arrived: