



*"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](mailto: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?**



## 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:**