



We Need Your Input!

This **Pre-Program Questionnaire** will enable Ava to **tailor her presentation** to your group. Feel free to skip over any questions which might be irrelevant due to the nature of your program. Your help will increase the value of this program to your audience!

*Please get this to Ava at least **two weeks before her presentation**, as she will need time to contact the members of your audience whose names you submit.*

If you'd prefer to do this in a **telephone conversation**, please call and set up time with Ava. You can talk—she'll do the typing!

Your Organization

Organization:

Contact: Name

Title

Phone: Work

Home

Mobile

Email:

Address:

Website:

Who will do Ava's introduction?

Who will do Ava's "out-tro?"

Your Event

Meeting Date(s):

Meeting/conference title or theme?

Purpose of the meeting?

Ava's Presentation

Confirm date and time of my presentation:

Start time: End time: Set up time:

When can Ava meet with the A-V professional?

Ava's role in your program (opening or closing, keynote, breakout, MC, etc.)

How will most of the audience be dressed (i.e., business, business casual, casual)?

How should I be dressed?

Why did you select this topic?

What do you want the audience to think, say, feel, or do differently as a result of this program?

What comments or suggestions do you have that will help me make this presentation the best your audience has ever had?

What is happening before my presentation?

What is happening after my presentation?

Your Audience/Attendees

Number attending:

Male %: Female %: Average Age: Age Distribution:

How will they be seated? Round tables? Theater style? Classroom Style?

Who will attend (Members, supervisors, managers, executives, line staff, professional staff, support)?

Briefly, what is the nature of the work performed by the group?

What separates your high performance people from others?

What are the top three challenges, problems, or complaints experienced by faced by the people who will be in my audience? Please be very specific.

What kind of self-limiting beliefs might stand between them and their optimal success? Sensitive issues (if any) that should be avoided?

What drives your people crazy? What do they complain about (at the water cooler or when they think no one's listening)?

Your Organization

What is the mission/philosophy statement of your company/organization?

What is the primary product or service that you offer? What are the most important benefits you offer to your customers/clients?

Recent Achievements? Breakthroughs?

Problems/Challenges?

What is unique about your group?

Please list any specific in-house jargon, projects, phrases/sayings, buzz words, acronyms, or words applicable to this audience that might be incorporated into the presentation. Please let Ava know what the acronyms mean.

Please share any “local color” you may know of relating to the location where this program will be held.

Ava wants to make sure her program is right on target for your attendees. Please provide the names and contact info for three people who will be attending the event. With your permission, I will contact them to discover more information that will be relevant to the program.

Name/telephone number/email:

- 1.
- 2.
- 3.

Your Industry

Please write a several sentence description of the state of your industry. Include achievements and challenges. Explain where your organization fits in all of this. Are you ahead of the curve? Behind it?

Resources

Many clients are interested in providing a learning or motivational resource, such as a book or CD to each of their attendees to extend Ava's impact and message. Would you like to learn more about this?

- Yes
- No

Most organizations ask Ava to make her books, CDs and other support products available for purchase after her program to reinforce her message. (*Don't worry, Ava never sells from the stage*) Would you like Ava to set up a table of these resources?

- Yes
- No

If yes, please confirm where the table will be located.

Note: Preference is in back of room by the main exit door; second choice: outside the room in the path to the restrooms or next meeting

If Ava will be setting up a resource table, can you provide two volunteers to help staff the table before and after her presentation?

- Yes
- No

Ava would love to offer her newsletter, *Power Tips for Feisty Women* to your attendees. To subscribe your group, just send her a list of names and emails at ava@feistywomenrock.com. We do not share email addresses ever—we hate spam, too! And folks can unsubscribe if they want to.

Logistics/ Travel

Fly into what city?

Estimated time between airport and event site?

Ground transportation instructions: Take a cab? Car service? Rent Car? Other?

If you are sending a driver, please provide the driver's name and phone number.

Recommended hotel with address and phone number

Who will make the hotel reservation? Client? Ava?

Meeting Location: (if different from the hotel above) Address, telephone number, directions

Contact at meeting site:

Name:

Title:

Phone:

Emergency Contact:

Name:

Title:

Business Phone:

Home Phone:

Mobile Phone:

Is it possible for one or two guests to sit in on my program?

Yes

No

Will Ava's program be videotaped by your organization for use later?

Yes

No

If so, please contact Ava to discuss fees and specifics.

Would you like me to call you to discuss any of these items?

Yes

No

*****Please send a meeting agenda/program as soon as possible*****

Include any websites, brochures, advertising materials, etc. related to your event.

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***Thank you very much for helping
me customize my presentation for your group!***