



Vivian Blade, Speaker

PRE-PROGRAM QUESTIONNAIRE

Please answer the following questions so that Vivian can be fully prepared for your program. Your responses will allow Vivian to customize the program to meet the needs of your audience.

Once complete, please email the form to: vivian@vivianblade.com.

1. Name of organization:
2. What is your organization's mission statement?
3. Type of meeting or event:
4. What are your objectives for this meeting?
5. Is there a theme for your meeting?
6. Where is your meeting being held? (city, state, venue name and address, room details, if known)
7. Time and date of presentation:
8. Presentation length:
9. Audience composition:



10. Expected attendance:
11. Other key individuals in the audience I should be aware of:
12. What are the current concerns/problems/challenges facing your organization or industry?
13. What sensitive areas should be avoided?
14. What are the unique features of your organization/industry?
15. What will be taking place immediately before/after Vivian's program?
16. Who has presented programs for your organization in the past, and what did the programs cover?
17. What else should I know about your organization that would make this program more meaningful?
18. Contact person in case of an emergency or problem immediately prior to the event?
Name:
Phone:
Email:

Thank you!

Vivian Hairston Blade - Phone: 502-419-2433 - Email: vivian@vivianblade.com