Paul Hargreaves

Pre Speaking Question

Completing this form will help Paul to contextualise his talk for your audience & ensure it has maximum impact. Not all questions will be relevant but the more information the better.

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| **CONTACT INFORMATION****Name:** **Phone:** **Title:**  | **Company Name:** **Website:** **Best time to reach you:**  |

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| **YOUR EVENT****What is your event theme?**      **What is the purpose of this event?**      **What type of event is it? (AGM, awards ceremony, sales kick-off etc)** **Who (if anyone) is on the program just before Paul and what is their presentation topic?**      **Who (if anyone) is on the program right after Paul and what is their presentation topic?**      **Which company executives and/or industry experts will be speaking at this meeting?**       |

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| **THE PRESENTATION****What is Paul’s role in your program (opening or closing, keynote, breakout, etc.)?**     **What are the exact times for Paul’s presentation?**Start Time:      End Time:      **\* Please send us a copy of the meeting program and agenda so he can see how his program fits in. Thank You!****Who will be introducing Paul to your group?**     **What is most important to you concerning the content of Paul's presentation? (i.e. use of examples, exercises, handout, etc.)**     **What is most important to you in the working relationship with Paul?**     **What themes/threads (other than the primary topic of Paul's presentation) would you like to see woven into the presentation?**      |
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| **THE AUDIENCE****Number in the audience:**     **How will most of the audience be dressed?**     **Male/Female Percentage: M**       **F**      **Average age of attendees?**      **How would you define your audience? Staff/Members/Industry/Public/Business Owners?**     **When your people leave the presentation, what three concepts/skills/ideas would you like them to have?**1.      2.      3.      **How would you like your audience to feel after the event?**       |

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| **AUDIENCE BACKGROUND****What separates your high-achievers from the others?**     **What are some of the challenges your organization and your people/members face on a day to day basis?**     **What areas of challenge pose the greatest opportunity for improvement?**     **What are the most significant events that have occurred, and that have affected, your industry, organisation, or group during the past year? (i.e. mergers, downsizing, etc.)**     **What is the primary product or service that you offer?**     **What are the two most important benefits you offer to your customers?****A.**     **B.**     **What are two or three achievements of which your organisation is most proud?**     **Name five key people in your group that will be at the programme. With your permission, Paul may want to contact them to discover more information about your group.****Name / Telephone #**1.     2.     3.     4.     5.      |

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| **LOGISTICAL INFORMATION****Hotel Name & Address:**      **Phone:**      **Hotel Confirmation Number:**      **Name of meeting room:**      **Into what airport should we schedule Paul's flight?**      **How far is the hotel from the airport?**      **How should Paul travel to the hotel? (take cab, rent car, driver will pick up, etc.)?**      **Would you like Paul to notify someone after he arrives at the hotel?**      **If so, whom shall he contact:**       **Phone:**      **Contact at meeting site:**      **Name:**       **Title:** **Phone:** **On site arrival date:**      **Are there any pre-meeting engagements (i.e.breakfast or lunch)?**      **If so, where and when are they scheduled:**      **Misc notes:** |
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