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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