



## Roxanne Emmerich

Keynote Presentations • Seminars

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Please make a photocopy of this questionnaire and keep it for your files. It is designed to make the program great—without making your life miserable.

**Fill out only those areas that apply to your organization.** We want to make it easy. If you spoke with a member of The Emmerich Group about certain items via the phone, feel free to skip repeated questions.

## Audience

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Number in attendance: \_\_\_\_\_

What are the job titles and responsibilities of attendees?

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What is the personality of the group? (Serious, fun loving, etc.)

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Percent male: \_\_\_\_\_ Percent female: \_\_\_\_\_

## The Program

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If there is a meeting theme, what is it?

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What three objectives would you like your people to meet as a result of this session?

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How would you like your people to think differently?

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Since feelings have a great impact on changes of behavior, how would you like your people to feel differently?

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What do you want your people to DO differently?

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Are there any sensitive issues to avoid?

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How will the program be promoted?

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What other speakers / trainers / consultants have you worked with in the past? What have you liked / disliked about their programs?

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How will you measure the success of Roxanne's presentation?

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## Program Schedule

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What time will Roxanne's presentation start? \_\_\_\_\_ End? \_\_\_\_\_

Break scheduled? \_\_\_\_\_

Who are the other speakers on the program?

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What takes place immediately before / after Roxanne's program?

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## Program Site

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Site name and address:

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Into what airport should Roxanne book her flight?

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How far is the site from the airport?

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How should Roxanne travel from the airport? (Client pickup, car service, etc.)

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Would you like Roxanne to notify someone when she arrives at the hotel? If so, please provide the contact's name and phone number:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are there any pre-meeting engagements you would like Roxanne to attend? (e.g. breakfast or lunch?)

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How will the audience be dressed? (circle)

Business                      Business casual                      Casual                      Cocktail

Not to worry: Roxanne has never been late or missed a program in the 12 years she has been doing this. We do, however, like to keep you posted of any challenges of travel. If she has any problems / emergencies on the way to the program, whom should she contact?

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Taping

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Do you want to tape the program? Audio: \_\_\_\_\_ Video: \_\_\_\_\_

For what use would you do the taping?

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**Please fax the completed form to: 952-893-0502**