
The Questionnaire – Details on the purpose of this questionnaire

Our goal for our keynote or program is to make it a success for all those involved including the meeting planner. For that reason, we adhere to the standard that customizing the presentation to the audience and being completely prepared with all pertinent information is a necessity for an excellent experience.

Please fill in as much as you can of the questionnaire. It will get used to create the most appropriate program possible.

The Engagement – Details for our Contract with your organization

Contract No.

Your Name

Title

Contact Information

Engagement Date & Time

Contact Person & Number in case
of emergency or flight delays

The Program – Details for the Program or Keynote that we will be presenting

What is the name and title of the person who will introduce Paul Frazer?

>

What is the best time for Paul to do his a/v and room check?

>

What are Paul and his presentation's roles in the gathering?

What would you like to accomplish by Paul speaking for your group?

>

Which professional speakers have you used in the past?

What did you like about their performance?

>

Do you have any key points you want stressed in his talk?

>

How much high content do you want in the program?

>

How long is the break before and after Paul's program?
What takes place immediately before and after our keynote or program?

>

Please let us know of 3 people we can interview who represent the composition of the audience well. (name, title, phone, & email)

>

Would you be interested in follow-up learning materials or, web-based training from Paul? Who makes this decision?

>

How do you plan/want to reinforce what is covered in the program or keynote?

>

Is attendance at this program mandatory?

>

The Gathering – Details on the conference, meeting, or gathering that is initiating our program

What is your program theme? What is the theme's significance?

>

Who is sponsoring this gathering?

>

Which company executives, if any, will be speaking during the gathering and when?

>

Who are the other professional speakers at this gathering? [Speaker/Topic/Day]

>

What is the specific purpose of the gathering?

>

Are there any formal events or social activities that you would like Paul to attend?

>

Is attendance at this gathering mandatory?

>

The Audience – Details on the makeup of the people attending our program

Number of attendees:

Percentage Male:

Female:

Average Age

How will the audience be dressed? What attire would you like Paul to wear? (Formal, Business, Business Casual, or Casual)

>

What is the composition of the audience? – i.e. sales, customer service, suppliers, etc.

>

Are spouses attending this presentation?

>

Is there a target group within the audience? What is that group?

>

What are the frustrations/sensitive issues the audience has in their lives, company or industry?

>

Is there anything humorous we should know about?

>

The Organization – Details on the group(s) from which the audience is made

What are the most important changes happening in your organization and industry?

>

What issues are the leadership of your group having to deal with?

>

What are the challenges of your audience members?

>

What are your victories as an organization?

>

Please link your on-line information about your meeting to <http://www.mindscape.ca>

Please send your organization's logos to bookings@mindscape.ca. Thank you.