

# Pre-Program Questionnaire

## 1. Audience Analysis Information

- a. Number of attendees?
- b. Spouses invited?
- c. Number of males?
- d. Number of females?
- e. Average age of group?
- f. Range of age?
- g. Names and titles of top people attending?
- h. Starting time for my program? Entire program?
- i. Ending time for my program? Entire program?
- j. What takes place before my program (speaker, meal, workshop)
- k. What takes place immediately after my program?
- l. If other speakers are on the program with me, who are they? Topics?
- m. What is the overall meeting about?

## 2. Logistics

- a. Where and when will I speak?
- b. How will I get there and back? Directions?
- c. Who will meet me?
- d. Where will we meet?
- e. Who can I contact in an emergency?
- f. Where will I stay?

## 3. Staging

- a. What is the room setup?
- b. What audio-visual material will be provided?
- c. How will the stage, lighting, seating be set up?