Please fill out this questionnaire at your earliest convenience. This questionnaire will put this information in one place, instead of a series of emails and phone calls.

I want to know more about your event and organization to create a program that meets your needs and exceeds your expectations.

**Contact Information**

**Name and Position of Person Completing This Form:**

**Date:**

**Name of Group/Organization:**

**Best Phone Number:**

**Best Email Address:**

**Website Address:**

**Event Information**

**Title of the Event:**

**Brief Description of the Event:**

**Location of event:**

**Address/Phone:**

**Website:**

**Estimated Number of People Attending the Event:**

**Date(s)of Event:**

**Type of Experience You Want Us to Deliver (Keynote, Facilitated Workshop, Executive Coaching Session, Other) :**

**Preferred Time of Day to deliver the Experience (if you already have precise time(s) in mind, please list it/them here):**

**Expected duration of experience:**

**Explain your agenda and breakout sessions, including times:**

**What will take place before Maurice’s event(s)?**

**What will take place after Maurice’s event(s)?**

**What other training sessions will be taking place during your event?**

**Program Expectations**

**Problem or Challenge You Are Attempting to Address Through This Event (i.e., why you are scheduling this event):**

**What are the three most important objectives you want your people to take away from Maurice’s experience(s)?**

1.

2.

3.

**Greatest Challenges Your Target Audience Is Currently Facing:**

**Any Problems/Challenges You Expect to Face in Making Your Event Successful?**

**The Measurable, Visible Change(s) You Want to See Among Participants After the Event:**

**What You Have Liked Most About Presenters/Facilitators You Have Had in the Past?**

**What You Have Least Enjoyed About Presenters/Facilitators You Have Had in the Past?**

**What will be the attire for your organization’s attendees at this event?**

**Proposed Budget for Speaker/Facilitator Fee and, if Applicable, Travel/Lodgings/Meals/Ground Transportation:**

**Audience and Organizational Culture**

*Your input here is helpful to better understand the dynamics of your organization’s specific*

*culture and group makeup. It will not, in any way, affect the content of the program. It simply*

*helps me as the presenter to better serve your specific audience.*

**Are there any sensitive issues or topics that should be avoided?**

**Estimated number of attendees:**

**Percentage of males:** **Percentage of females:**

**Percentage of Managers or Supervisors:**

**Percentage of Senior or Executive level Leaders:** **Other:**

**Group age range:**

**The primary language of attendees/target audience:**

**Others who may attend the event? (clients, spouses, contractors, vendors, etc.)**

**What are the names and titles of your top Leadership who will be attending the event?**

**Is there any industry/local jargon or terminology that Maurice should know or recognize?**

**Describe your organization’s culture.**

**What are the greatest challenges your organization or group is currently facing?**

**Who are your primary competitors, if any?**

**What areas or regions does your organization or group serve?**

Please fill out the document and send the finished version to Maurice Coleman at [baldgeekinmd@gmail.com](mailto:baldgeekinmd@gmail.com)

Thank you for your interest.   
Your valuable input will help ensure   
the event's success and effectiveness!

Looking forward to working with you.