

ZEAL OKOGERI

Inspiring people to action

A Lift in Human Spirit.....

Author • Keynote Speaker • Natural Healer

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Pre-Program Questionnaire for:

Company:
Speech Date:

This questionnaire is designed to enable Zeal Okogeri customize the most effective and beneficial presentation to your group. Please answer all relevant questions, skipping any which may not apply due to the nature of your program.

In order to understand your audience better and estimate their levels of expectation for this meeting, please enclose any printed materials that have been distributed to your group. This might include annual reports, newsletters, meeting agenda, magazines or brochures promoting your event.

Your Name:

Title:

Company:

Address:

Phone:

Fax:

Email:

Website:

Best time to reach you:

1. What specific objectives/results are desired from Zeal Okogeri's presentation?

2. What is the theme or specific purpose of this meeting?

3. What does the theme mean to your group?

4. Who is responsible for calling this meeting?

Name: _____ Title: _____

5. Who will be Zeal Okogeri's Introducer?

Name: _____ Title: _____

6. Exact times of Zeal's presentation? (Please attach program agenda)

Starting: _____ Ending: _____

7. When is the best time for Zeal to do his A/V and Room Check?

Option #1 _____ Option #2 _____

8. Zeal Okogeri normally wears a suit for his presentations. Will this be an appropriate attire for your meeting? _____ If not, what do you suggest? _____

9. Nearest major airport? _____

10. Ground transportation? _____

11. Exactly where is the meeting _____

Hotel _____

Full Address _____

Phone/Fax # _____

Meeting Room _____

12. Who should Zeal Okogeri contact immediately upon arrival at the hotel/site?

Name _____ Title _____

Phone # _____

13. What takes place immediately before and after Zeal Okogeri speaks?

14. What are the top three challenges currently facing your group?

15. What job functions are these audience members responsible for?

16. What areas of performance are in need of improvement?

17. How many people will be in the audience?

18. Please provide the following information about your group:

Average age range: _____ Average education level: _____

Average personal income levels: _____

Percent male: _____ female: _____ Percent new hires: _____ Veterans: _____

How many people will attend the session? _____

Are spouses invited? _____

19. Zeal likes to be able to use any local catch phrases or expressions that are unique to his audience. What are some of yours?

20. Please provide us with the names and phone numbers of three key audience members Zeal can contact to get additional perspective.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

21. What speakers have you hired in the past and how well were they received?

22. What did you like best about your past speakers?

23. What did you NOT like about your past speakers?

24. What have been the three most significant changes that have occurred in your Market place or industry in the last two years?

25. What impact have these changes had on those who will be in the audience for Zeal Okogeri's presentation?

Comments:

