standardovation

professional speaker management

sarah@thestandardovation.com | 913.498.9775

[www.thestandardovation.com](http://www.thestandardovation.com/)

#### Marilyn Sherman | Pre-Program Questionnaire

It is important that your speaker receive as much information as possible *prior* to your meeting to aid in their speech preparation. Please take a moment to fully answer all the questions and return the form to Sarah Whitten: sarah@thestandardovation.com. Thank you!

**EVENT DETAILS:**

1. **Date of Program:**
2. **Organization:**
3. **Speaker’s contact prior to meeting:**

Name:

Title:

Phone (office):

Phone (cell):

Email:

1. **Speaker's on-site contact at meeting: (if different from above)**

Name: Title:

Phone (work):

Phone (cell):

Email:

**ABOUT YOUR EVENT:**

1. **Type of meeting?** (annual meeting, awards banquet, etc)
2. **Exact times of speaker’s presentation?**

Start time: End time:

1. **What takes place immediately before your speaker’s program?**
2. **What takes place immediately following your speaker’s program?**
3. **Speaker’s role in program (opening or closing keynote, luncheon speaker, etc.):**
4. **Any other functions (banquets, etc.) speaker is required or invited to attend?**

Date & time: Location/ room name:

**Check one:** Optional attendance [ ]  | Required attendance [ ]

1. **Name and Title of who will Introduce Marilyn:**
2. **Appropriate attire for speaker?**

**MARILYN'S AUDIO VISUAL & ROOM SET-UP:**

**Marilyn's AV Requirements:**

* Lavaliere Microphone
* PowerPoint
* PowerPoint Clicker
* Screen & LCD Projector
* Marilyn uses her own laptop/Macbook Air - with her PPT loaded on computer.
* Other: Small table on stage for notes and water.
1. **Are there any concerns about the technical requirements?** YES [ ]  | NO [ ]

If yes, please explain:

1. **Who is in charge of providing audio/visual requirements and room set up?**

Name:

Phone (cell):

Email:

1. **Will there be a sounds check?**

If yes, Date: Time:

1. **What time should Marilyn be in the room before he starts his presentation?**
2. **What is the room set-up (rounds, school-room, theatre-seating)?**
3. **Will there be a lectern on stage? If so, can we remove it, or push to the side?**
4. **Will there be a stage?**

If yes, What is the height? Will there be stairs?

1. **Who spoke at this meeting last year?**
2. **Who else is speaking at this event?**
3. **Will there be a product table for Marilyn to sell her books/DVDs?**
4. **Would you like Marilyn to offer a book-signing?**

**LOGISTICAL INFORMATION:**

1. **VENUE: Meeting facility, location, room:**
* Venue:
* Room Name:
* Address:
* Phone:
1. **Hotel Accommodations for Marilyn:**
* Hotel
* Address:
* Phone:
* Dates of Hotel Reservation:
* Check-in Time: Check-out Time:
* Speaker’s Hotel Confirmation #:
1. **Will ground transportation be provided?**
* If yes, Company/Contact/Phone Number:
* Location of pick-up:
* Description of Driver:
* Location of drop-off:

**YOUR AUDIENCE:**

**Audience demographics:**

* **Number attending speaker’s program:**
* **What % men: | What % women:**
* **General description of attendees:**
* **Job Titles?**
* **Will spouses attend this program?** YES [ ]  | NO [ ]
* **Names and titles of any executives or VIPs your speaker should be familiar with?**

**ORGANIZATION’S BACKGROUND:**

1. **Please provide a brief description/ profile of your organization:**
2. **What is your organization’s website address?**
3. **Current challenges/problems experienced in your industry?**
4. **Who are your biggest competitors?**
5. **Jargon the speaker should be familiar with?**

**MARILYN SHERMAN'S PROGRAM:**

1. **What speech title have you selected?**
2. **Major objectives of this meeting:**
*
*
1. **Are there any sensitive topics that should be avoided?**
2. **Specific objectives for your speaker’s session:**
*
*
1. **If this speaker could leave your group with two thoughts, what would they be?**
*
1. **Why did you choose Marilyn to be the speaker for your event?**
2. **Is there anything further your organization requires from Marilyn at this point?**

If there are any changes in the agenda or subject matter, please advise us as soon as possible.

Thank you!

**Please return this form to:**

Sarah Whitten

Marilyn Sherman's VP of Everything

Partner | Standard Ovation

Professional Speaker Management

sarah@thestandardovation.com

direct: 913.498.9775 | cell: 617.449.8679