A black and white logo

Description automatically generated

1. Name of organization:
2. Date and time of presentation:
3. Is the presentation in person, virtual or hybrid?
4. Composition of audience and number expected to attend.
5. Length of presentation:
6. Is there a theme:
7. Organization mission statement:
8. Objectives of this meeting:
9. Current concerns/problems/challenges facing your group:
10. Any sensitive areas to be avoided:
11. Unique features of your organization
12. What will be taking place immediately before/after our program:
13. Who can be contacted in case of an emergency or problem immediately

prior to the event?

1. What other key people will be in the audience:
2. In case of emergency during program, how to handle:

15. What else should I know about your organization that would make this

program more meaningful.

Janet Martin

[Janet Martin Speaks](https://janetmartinspeaks.com/)

[Janet@janetmartinspeaks.com](mailto:Janet@janetmartinspeaks.com)

(417)593-0747