



Pre-event Questionnaire

Alan prefers to have at least 1 preparation call with event organisers to align on objectives, content and logistics. These are the typical questions Alan has in helping to prepare for an event. Not all questions will be relevant to every event but please provide as much detail as possible to aid preparation.

Event Details

1. Event Company / Host name:
2. What is your primary business?
3. Event Name and Event theme:
4. Date(s) and Location address of Event:
5. Event web URL:
6. What other external speakers are on the program (if any)?
7. Event Organiser contact: name, email address and phone number:

Audience Details

8. How many audience members do you anticipate?
9. Is this a specialized group or general? If specialised, please give details.
10. What functional roles will be present?
11. What seniority is the audience?

Speaker Session

12. What are your specific objectives for the presentation?
13. What are the most significant events that have occurred in your industry, organization and/or group in the past year?
14. Are there any sensitive issues that should be avoided?
15. Time frame of presentation: (Start and duration)
16. What takes place immediately before and after Alan's presentation?
17. Please list anything you believe that Alan should know before speaking
18. What professional speakers have you used in the past?
19. What did you like/dislike about their performance?
20. Would you like to have time for a Q&A at the end (if yes, please see AV Guidelines)

Logistics

21. Who is in charge of the logistics and their contact details?
22. Who is the AV contact for your group and their contact details?
23. What is the date/time/location for the AV check with Alan ? (See AV Guidelines)
24. Hotel name, address and confirmation number for Alan's stay?
25. What is the name of the room Alan is speaking in?