



Global HR and Talent Development Experts

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Speaker Request Program Questionnaire

It is immensely important to us that we capture the most accurate image of your group/organization and its upcoming event. The following questions will assist us in sculpting a message that meets your needs. Please complete the following questions and forward the information back to our office via email: info@dcleadershiptraining.com or fax, no later than three weeks prior to your event.

YES, I would like to invite Jewel to join us for our upcoming event!

Contact Name: _____ Phone: _____ Email: _____

Alternate Contact: _____ Phone: _____ Email: _____

Event Information

Program Title/Theme: _____

Program Objective: _____

Event Date: _____ Presentation Start/ End Time: _____ Time Length: _____

City: _____ State/Parish: _____ Site Location: _____

Event Address/Directions: _____

Speaker Presentation Information

Group Demographics: Expected Attendance: _____ Age Range: _____ Entrepreneurs: _____ Professionals: _____

Request for specific topic(s) to be addressed by speaker:

1. _____

2. _____

Key Issues to Avoid:

1. _____

2. _____

Length of Speaker's Address: _____

Any particular challenges experienced by your group/organization or industry?

Any particular trends experienced by your group/organization or industry?

Will the speaker be required to conduct pre-program interviews or other forms of publicity activities?

If so, please provide details: _____

What marketing efforts will be utilized to promote this event?

Additional comments: _____