

Please complete and return to: drj [at] healthyhuman.org
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Pre-Conference Questionnaire

(this will allow Jamie to have a better understanding of your group and conference)

1. **The Conference** – answer all that apply

Contact person: _____ Title: _____

Phone Number: _____ Date of Event ____/____/____

Email: _____

A. What is your conference theme? _____

B. What is the Specific purpose of this meeting – why is it being held? _____

C. What are your specific objectives for a presentation? _____

Are there any sensitive issued that should be avoided? _____

D. What is the name and title of my introducer? _____

E. Time frame for the presentation: Start: _____ Finish: _____

F. There will/will not be a break(s)? Times: _____

G. What takes place immediately before and after my presentation? (another speaker, meals, break?)

Before: _____

After: _____

H. Who are the other speakers on the program with me (if any)?

Speaker _____ Topic _____

Speaker _____ Topic _____

I. What professional speakers have you used in the past and what did they cover?

Speaker _____ Topic _____

Speaker _____ Topic _____

J. What did you specifically like/dislike about them? Why? (feel free to withhold names)

K. Do you have any special suggestions to help me make this program your best ever?

2. Audience Analysis

A. Audience:

- 1. Number attending _____
- 2. percentage of males _____
- 3. Percentage of Females _____
- 4. Educational Background _____
- 5. Are spouses invited? _____
- 6. Average age of group _____
- 7. Range of age _____ to _____

B. What are the major job responsibilities of those in the audience?

C. Will there be many people in the audience who do not fit the description above? If so, why?

3. General Background Information

A. What are some current problems/challenges/breakthroughs experienced by your industry, organization, association or people?

1. Industry - problems/challenges/breakthroughs

2. Organization - problems/challenges/breakthroughs

3. People - problems/challenges/breakthroughs

B. What three main things do you think I should know about your group?

- 1. _____
- 2. _____
- 3. _____

C. Which specific activities/behaviors separate your high performance people from you average/below average people?

D. Which areas of their overall performance are ripest for improvement?
