

Booking Scott
Pre-Event Questionnaire

By taking time to complete our questionnaire, you will ensure that Scott will meet the exact needs of your group. Feel free to answer only the questions you deem relevant to your program.

Please send the completed questionnaire, along with any printed information you feel would best help us understand your organization, such as manuals, product brochures, and newsletters. Be sure to include any promotional mailings for the meeting Scott will speak.

Return Questionnaire to:
Center for Creative Memory
3439 Ramsey St., No. 144
Fayetteville, NC 29311
910-988-6797
Or fax:
910-488-3297

Thank you! Our goal is to make this your most memorable meeting.
Your help will support us doing that!

Pre-Event Questionnaire

Your Name:

Title:

Company:

Phone:

Fax:

Website:

Your program:

1) What is the meeting theme?

2) What is the specific purpose of this meeting?

3) What type of meeting (annual, awards)?

4) Which company executives and/or industry experts will be speaking at this event?

The Presentation

1) What is Scott's role in the program (opening, Keynote, breakout)?

2) If a keynote, can the audience be finished eating when Scott presents?

3) What are the exact times for Scott's presentation:

Start time: _____ End Time: _____

4) How will the audience be dressed?

5) Who will be introducing Scott to the group?

6) What is the most important to you regarding Scott's program? (Handouts, Exercises)?

7) When participants leave the program, what three concepts/skills/ideas would you like to take with them?

1)

2)

3)

The Audience

1) Number in the audience

2) Male/Female percentage

3) Average age group

Background

1) What are some of your current challenges as a group?

2) Any significant events that have affected your industry last year?

3) What is your primary product or service?

4) What are your two most important benefits to your customers?

1)

2)

Logistical information

1) Hotel name

Address

Phone

Fax

2) Hotel Confirmation Number

3) Name of meeting room

4) Into what airport should we schedule Scott's flight?

5) How should Scott travel to the hotel? (cab, car rental, driver pick up)

6) Whom should Scott contact at the hotel when he arrives?

Name

Phone

7) Contact at meeting site:

Name

Title

On site phone

Thank you again for taking time to fill out this information.