

Emerging Speakers Bureau

Building Professional Speakers You Can Count On!

Meeting Planner Questionnaire

Client: _____

Speaking Date: _____

Why me?: _____

What other Speakers have you had on this topic: _____

Did the audience like him/her? _____ : _____

What do you want the audience to do, think, or feel when I'm done?: _____

How will you know if I've done a good job?: _____

How many people do you expect?: _____

What is the average age range?: _____

What is the male/female ratio?: _____

Are you looking for a humor/content ratio?: _____

Are there any "voodoo" topics I should be aware of: _____

Do you plan on any meeting/conference giveaways to the attendees?: _____

Can you send me any website links/newsletters: _____

Who can I interview 2 weeks prior to the event (about 5-10 names, and can you give a heads up I will call? _____

Who should I send AV requirements to? _____

How is my main contact? _____

How else can I help you? _____