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# **Speaking Engagement Questionnaire**

This questionnaire will help Kathie tailor a presentation to suit your specific needs.

**Key Details**

**Company:**

**Function:**

**Presentation Date:**

**Contact person:**

**Contact Phone:**

**Contact email:**

**Other Details**

1. What is the purpose of the function?
2. Is there a theme/title for the event? Is there a colour theme for event?
3. What is your specific objective(s) for Kathie’s presentation?
4. What do you hope the audience will gain from the presentation?
5. Any sensitive issues to be avoided?
6. Any other points you believe would be useful background information?
7. Timings for Kathie:
	* Suggested arrive time?:
	* Start presentation?:
	* Finish?:
8. Who is the Master of Ceremonies (Name & Title please)?
9. Number of attendees?
	* Are partners invited?
10. Average age of audience:
	* Percentage male/female?:
11. General description of the audience:
12. Any VIPs/dignitaries attending?
13. Who will be the senior people at the function?
14. Have professional speakers been used at recent events - who?
15. Who else is speaking at this event other than internal staff?
16. What format will the room be (eg theatre, classroom, banquet style)?
	* If possible, please send a copy of the floor plan including the stage and screen position.
17. Will there be a stage or raised platform?
18. Contact for audio visual/tech?
19. Screen slide ratio? (eg 16:9, 4:3 etc)
20. Will there be a stage monitor (for Kathie to view)?
21. Dress code (eg business, casual, black tie/formal)?
22. Transport arrangements to and from the venue?
23. Contact for emergencies (please include mobile phone number)?
24. Contact person on arrival at the venue?
25. What time will the function area be available for Kathie to check equipment?
26. To reinforce the impact of Kathie’s presentation, organisation’s may choose to present their delegates with a copy of her book *“Courage”.* Special rates apply for bulk orders.
	* Would you like to pre-purchase copies of Kathie’s book?
	* Would you like Kathie to have copies of her book available to sign and sell at the function?
27. If possible, please provide a schedule for the entire function?
28. Are there any social media channels for your event that you would like Kathie to comment on?
29. Any other relevant details?