

AARON BARE

Pre-Program Questionnaire

The following questionnaire will assist us in suggesting and preparing a presentation that will best accommodate your Event Theme and requirements.

Please complete all applicable information then submit to Heidi.Lee@buzzmouth.com. We know your time is valuable so thank you for spending a few moments to help us make your event a complete success!

CONTACT INFORMATION

Your Name: _____ Title: _____

Company/Organization: _____

Work Phone: _____ Fax: _____ Best day/time to reach you: _____

Email: _____

Website: _____

Name of Event: _____

Brief description of your Company or Organization, its Mission and the Constituents it serves (you may reference attached materials or a website, if preferred):

Address of Event Location

Street: _____

City/Town: _____ State/Province: ___ Zip/Postcode: ___ Country: _____

Directions from Airport or Hotel: ___ N/A _____

Event Title: _____

Event Description: _____

Event Date(s) & Time(s): _____

Event or Speaker Theme(s): _____

Start Time _____ End Time _____ Any breaks? Y N

What is on the program just before Mr. Bare speaks?

What is on the program just after Mr. Bare speaks?

Type of Meeting/Conference: _____ (awards, annual, training)

Specific objectives for speaker: _____

Mr. Bare's role in the Event (opening/closing keynote, seminar or luncheon speaker, etc.):

Sensitive issues to avoid in presentation: _____

Appropriate dress for presentation?

Conference title and theme? _____

Is there any publicity work I can help you with while I am at your event? Y N Radio ___ Television ___
Other ___ Type _____

Will attendees be eating during the presentation? _____

Will there be coffee/lunch break before or after the presentation? _____

Will Mr. Bare be granted promotional opportunities at the Event? _____

May I audio and/or videotape this presentation if desired? Y N _____

Who will be the master of ceremonies (name & title)? _____

Who will be introducing Mr. Bare (name & title)? _____

Would you like Mr. Bare to offer Break-Out Sessions? _____

Would you like Mr. Bare to participate in a Panel Discussion? _____

List additional professional speakers & topics scheduled at this event:

Number of expected attendees: _____

Number of booked attendees: _____

Are spouses invited? _____

Attendee positions (entrepreneur, staff, CEO/CIO types, manager, etc.): _____

Concerns/frustrations that you would like to see change and improve:

When people leave, what skills/ideas/concepts would you like them to have as “take-aways” from the presentation?

If available, please provide promotional and/or marketing materials for your company and for the event.

Additional comments or information that would be helpful in tailoring this presentation for your group:

Name and Contact Information prior to the event:

Name and Contact information the day of the event:

Thank you for taking the time to provide this information.

FOR MORE INFORMATION CONTACT:

Heidi Lee

Heidi.lee@buzzmouth.com

602-738-2665