

# WE NEED YOUR HELP!

This questionnaire is designed to help Diana fine tune her presentation to meet the needs of your group. Feel free to skip over any questions which would either be redundant or irrelevant due to the nature of your event. We want to do our part to make your upcoming event the best ever.

Once completed, scan and email to [Diana@dianadamron.com](mailto:Diana@dianadamron.com)  
If you have any additional questions, please call 406.890.8453

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## General Company Information:

Complete Official Company/Association Name:

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Other name or acronym the company/group is referred by:

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Mailing Address:

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Company

Slogan: \_\_\_\_\_

## Presentation/Program Specifics and Objectives:

Conference/Program Theme: \_\_\_\_\_

Specific Presentation Title: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

For training sessions: When do you prefer the breaks to occur:

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What is on the program just before Diana speaks? \_\_\_\_\_

What happens on the program right after she speaks? \_\_\_\_\_

Specific purpose of this meeting (awards banquet, annual meeting, etc.) \_\_\_\_\_

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Specific objectives for Diana's presentation? \_\_\_\_\_

What would make Diana's presentation really "special" for your group? \_\_\_\_\_

What needs to happen as a result of Diana's participation for you to achieve success?  
(Please be as specific as possible) \_\_\_\_\_

Sensitive issues that should be avoided? \_\_\_\_\_

**Attendee/Audience**

Number attending? \_\_\_\_\_ %male \_\_\_\_\_ %female \_\_\_\_\_

Spouses attending? Y N Age range \_\_\_\_\_

Average annual income \_\_\_\_\_ Income range \_\_\_\_\_

Educational Background: \_\_\_\_\_

Major job responsibilities of audience: \_\_\_\_\_

Average length of employment/association with company or group? \_\_\_\_\_

Circle one: Are attendees there voluntarily or is it mandatory?

If mandatory, how receptive are the attendees to this program? \_\_\_\_\_

Will the attendees have to pay individually or is it a company/association sponsored event? \_\_\_\_\_

Dress code for attendees? \_\_\_\_\_ Usual dress: \_\_\_\_\_

Other relevant issues: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Background

Who are the other speakers on the program?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

What speakers have you used in the past that covered topics related to what Diana will be presenting for you?

Speaker \_\_\_\_\_

Speaker \_\_\_\_\_

Speaker \_\_\_\_\_

What did you like and/or dislike? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name the key executives who will be in Diana's audience. With your permission, Diana would like to contact them for more research information on your group.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Details about your Audience

Recent Achievements? \_\_\_\_\_

\_\_\_\_\_

Problems/Challenges? \_\_\_\_\_

\_\_\_\_\_

Breakthroughs? \_\_\_\_\_

\_\_\_\_\_

What separates your high-performance people from others? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Details about your Organization

Recent Achievements? \_\_\_\_\_

\_\_\_\_\_

Problems/Challenges? \_\_\_\_\_

\_\_\_\_\_

Breakthroughs? \_\_\_\_\_

\_\_\_\_\_

Significant Events? Mergers? Relocations? Awards? \_\_\_\_\_

\_\_\_\_\_

## Details About Your Industry

Recent Achievements? \_\_\_\_\_

\_\_\_\_\_

Problems/Challenges? \_\_\_\_\_

\_\_\_\_\_

Breakthroughs? \_\_\_\_\_

\_\_\_\_\_

## Logistics

Introducer's Name? \_\_\_\_\_ Title \_\_\_\_\_

\* Note: An introduction shall be provided.

Is there any publicity work Diana can do for you while she is at your event? Please let us know in advance so we can arrange travel.

Will the event be audio taped? Y N Will the event be video taped? Y N  
(Remember, we will need to give permission to do so.)

If you wish, Diana can make her educational material available to your audience, so that they may continue the learning process. This can be done one of two ways.

A. \_\_\_\_\_ Group purchase in advance for each attendee, at wholesale price.

B. \_\_\_\_\_ Materials made available at the back of the room after the event.

If you checked option B, please make sure that:

1. Nothing will be on the program following Diana's presentation for at least 20 minutes.
2. A table will be made available for materials by the exit door or just outside the room.

3. Someone from your organization will be available to assist with sales. We will provide all necessary materials.

### Travel Information

Best airport for Diana's arrival \_\_\_\_\_

Recommended/Event Hotel? \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How will Diana be transported from the airport to the hotel? \_\_\_\_\_

If picked up, company/contact name \_\_\_\_\_

Venue Name (if different from hotel) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Location at the site, room, etc.? \_\_\_\_\_

Emergency Contact(s): (list more than one if necessary)

Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Thank you again for this opportunity to serve you.