



Deborah Ivanoff, The BEING COACH

Event Speaker Questionnaire

Please fill in the questionnaire below in as much detail as possible. This will help me to tailor the presentation specifically for your company or organization. All information will be kept private and confidential and will be held ONLY by us for communication with you.

CONTACT INFORMATION

Your Name (required) _____

Title (required) _____

Company / Organization (required) _____

Brief description of your company (required) _____

Email (valid email required) _____

Address (required) _____

Home Phone (required) _____

Work Phone _____

Website _____

Best time for me to reach you _____

Cut-off date to book speaker (required) _____

THE EVENT

Event Title _____

Event Description _____

Event Dates & Times _____

Event or Speaker Theme(s) _____

Type of Meeting / Conference _____

Objectives for speaker presentation _____

Length of time for presentation _____

Deborah Ivanoff's role in the program _____

Sensitive issues to be aware of, during the presentation _____

Will attendees be eating during Deborah's presentation? _____

Will there be coffee / lunch break before or after Deborah's presentation?

Will Deborah be granted promotional opportunities at event? _____

Who will be the master of ceremonies? _____

Who will be introducing Deborah? _____

List additional professional speakers & topics _____

List professional speakers you have used in the past _____

Specific likes / dislikes about their performance _____

AUDIENCE / ATTENDEE ANALYSIS

Attendees expected (required) _____

Attendees booked _____

Are spouses invited? _____

% Males vs Females _____

Average age of attendees _____

Average income of attendees _____

Attendee positions _____

Main concerns / frustrations that you would like to see change & improve _____

Area your company/organization would like to improve _____

COMPANY INFORMATION

Main things I should know about your company / group _____

What does your company/organization do? _____

Target markets / industries for your company/organization _____

Your average customer _____

Primary product / service you sell _____

Your major competitors _____

Additional comments or information that would be useful in customizing this presentation for you _____

Thank you for contacting Deborah Ivanoff, The BEING Coach • 503-908-0390