

There are two slightly different Pre-Program Questionnaires I request for my presentations.

The first is for the Meeting Planner or Key Executive Responsible for the Event.

The second (attached here) is for the Meeting Planner (assuming s/he is a glutton for punishment!) or, ideally 3-4 prospective attendees at the event. If anyone would rather provide the information verbally, I would be happy to schedule a phone call. My phone, fax and e-mail are on each questionnaire. I frequently find the stories and anecdotes I get conversationally are much richer than the few sentences most folks have time to dash down on paper.

I look forward to hearing from you!

Patt





## PRE-PROGRAM QUESTIONNAIRE for

## Meeting Planner &/or Prospective Attendee at the Event

Please fill out this questionnaire and return it to the address below at least three weeks before the presentation. Feel free to write on the back, add pages, and pass it to others. The more information, the better!

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E-mail: mailto:Patt@FUNdamentallySpeaki	ing.com • Website: http://www.FUNdamentallySpeak	ting.com/
	Date of Event	
Organization		_
Title of Event		<u> </u>
Title of Keynote		
Title of Workshop		<del></del>
Length of Presentation(s)	Time Scheduled	
Theme for event		
Purpose of the overall program		
Name of person filling this out:	Title:	
Department:	Phone:	
<ol> <li>What are the biggest changes members o types of technology? Size of work team</li> </ol>	of your group have had to adapt to over the past 5-6 years? Market/customer changes?)	ars? (Specific
2. What are the biggest problems or "stresso	ors" for your group currently?	
3. What are the tasks that get put off indefi	initely, to be done when "things settle down?"	

(Reports, personnel evaluations, reading trade journals, interdepartmental networking, etc.)

4.	Who are the GENERIC bad guys — the types of people who cause the most stress? (No names, please! I'm looking for exaggerated, worst-case scenarios and funny stories. And, yes! "Bad Guys" can be women!)
5.	What are some specific key words used by your group? (i.e. In-house jargon, names for pieces of equipment, agencies, software, etc. Do you have customers, clients, patients, students, citizens or ???)
6.	What typical goals might audience members have for their professional or personal life? (Winning the lottery doesn't count!)
7.	What are typical setbacks that audience members may experience in trying to meet their goals?
8.	What humorous things have you done (personally or as a staff group) to help keep perspective?
9.	In what sort of things would individual audience members take pride?
10	. What are the ways you have seen staff use humor (with clients, each other, on posters and signage, for specific events, etc.)

Dr. Patt Schwab, CSP, Pre-program Questionnaire
11. What humorous things have you done (personally or as a staff group) to help keep your perspective?
12. In what ways, if any, have you seen humor used inappropriately?
13. What do you find is the most difficult part about using humor in the workplace?
14. Anything else that I should know that will help me tailor my remarks to your group and their concerns?
Thank you for taking the time to provide this valuable information!