



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

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.)

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!