



There are two slightly different Pre-Program Questionnaires I request for my presentations. The first (attached here) is for the Meeting Planner or Key Executive Responsible for the Event. The second 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. 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. My phone, fax and e-mail are on each questionnaire.

I look forward to hearing from you!

Patt



PRE-PROGRAM QUESTIONNAIRE
for
Meeting Planner or Key Executive Responsible for 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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Date of Event

Organization _____
Title of Event _____
Title of Keynote _____
Title of Workshop _____
Length of Presentation(s) _____ Time Scheduled _____
Theme for event _____
Purpose of the overall program _____
Name, address and phone of person introducing me _____

Estimate of Group Demographics: Educational background _____
Size of audience _____ Ethnic/cultural make-up _____
Age range _____ Will there be anyone visually impaired in the audience _____
% Men : Women _____ Will presentation be signed for the hearing impaired? _____

Names and topics of other presenters at this event:

Names and topics of presenters you have used in the past

What did you like/dislike about their style or the material they used? (Without their names if you prefer)

Is it possible for a volunteer to staff a table selling my books following the program?

Does your group have a Web site? If so, what is the URL? _____
Please send me copies of any programs or publicity materials for this event and any back newsletters, reports or cartoons that might provide insights into the organization.
