



Andrew Wooten's Pre-Program Questionnaire

Andrew Wooten needs your help! This questionnaire enables Andrew to increase the value of his presentation. Please answer all relevant questions, skipping over any that may not apply due to the nature of your program.

Your response to these questions is the first step. Upon receipt, we will contact you to set up a pre-program call to insure that Andrew understands your objectives for his appearance. We appreciate your time and attention to these details.

This document may be completed on-line and returned to robin@justbesafe.com.
If you have any questions, please contact us at 904-398-1848.

THE EVENT

1. Name of organization: _____
2. Address of organization: _____
3. Name of event: _____
4. Event date(s): Begins _____ Ends _____
5. Event location: _____
6. Event theme: _____

ANDREW WOOTEN'S PRESENTATION

1. Date that Andrew is speaking: _____
2. Start time of presentation: _____ End time: _____
3. Room in which Andrew is speaking: _____
4. Event function: General session keynote: _____ Concurrent session or breakout: _____
Luncheon: _____ After dinner: _____ Other _____
5. What happens immediately before Andrew speaks? _____
6. What happens immediately after Andrew speaks? _____
7. Andrew's presentation topic: _____
8. Name of person introducing Andrew: _____
9. Best time for Andrew to do AV check: _____
10. Speaker's attire: _____



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11. What are the three most important objectives for Andrew's presentation:
 - a. _____
 - b. _____
 - c. _____
12. Are there any sensitive issues that should be avoided? _____

AUDIENCE PROFILE

1. Approximate estimated attendance: _____
2. Are spouses invited? Yes _____ No _____
3. Percentage of males/females: _____
4. Average age of audience: _____
5. Who will be attending (i.e. executives, managers, real estate brokers, real estate agents, customers, clients, etc.)? _____
6. List the top challenges of your organization:

7. In what way do you expect Andrew to address those challenges?

GENERAL BACKGROUND INFORMATION

1. What is the primary product or service that your organization sells?

2. Please provide a brief description of your organization:

3. Who is your organization's target market? _____
4. What term is used to refer to your customer (such as customer, client, buyer, etc.)?

5. Is there any jargon that Andrew should be familiar with (acronyms, titles, etc.)?

6. Who are your primary competitors? _____
7. In the last year, what have been the most significant changes that your industry has faced? _____



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LODGING & GROUND TRANSPORTATION

Hotel reservations are to be made by the client and billed directly to client so that Andrew Wooten does not have to utilize his credit card upon arrival (except for incidentals when necessary).

1. Name of hotel: _____
2. Address of hotel: _____
3. Telephone: _____
4. Confirmation # for Andrew's reservation: _____
5. Date(s) of lodging: _____

AIR TRAVEL

Andrew is responsible for his airline reservations. Client will be notified once flights are confirmed.

1. Nearest airport: _____
2. Distance to hotel from airport: _____

GROUND TRANSPORTATION

1. Distance of nearest airport to hotel: _____ miles
2. Ground transportation upon arrival in host city (from airport to hotel):
Taxi _____ Shuttle Service _____ Arranged car or limo service _____
3. Ground transportation from hotel to venue (if different from hotel):
_____ Time of pick-up from hotel: _____
4. Ground transportation from venue back to airport:
Taxi _____ Shuttle Service _____ Arranged car or limo service _____
 - a. If hired car, name of transportation company: _____
 - b. Telephone contact in event of emergency: _____
 - c. Confirmation #: _____



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AUDIO VISUAL REQUIREMENTS for KEYNOTE PRESENTATIONS:

The following are required:

- One wireless lavalier microphone
- One mini jack (to allow for connection into the sound system from laptop)
- The meeting room should be fully lit

If this is a concurrent session or training segment, the above requirements remain the same. In addition, please provide one flip chart and black marker.

Have these arrangements been made? Yes _____ No _____

KEY CONTACTS

These contact numbers (cell phones and on-site professionals) are to be used in case Andrew has a question or concern or in the event of an emergency the day before or the day of the event.

Primary contact for Andrew's appearance:

Name: _____
Title: _____
Office phone: _____
Email: _____

Primary on-site contact at the event:

Name: _____
Cell: _____
Email: _____

Secondary on-site contact at the event:

Name: _____
Cell: _____
Email: _____