

**www.BayoSpeaks.com**

**(305)-900-4698 Office (386)237-7018 Mobile**

*Complete, Scan & Email to: [Booking@BayoSpeaks.com](mailto:Booking@BayoSpeaks.com)*

***PRE –EVENT QUESTIONNAIRE***

Name of Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

How did you learn about (*www.BayoSpeaks.com*)

*Seen/Heard* \_\_\_\_\_ *Where?* \_\_\_\_\_

Requested type of meeting: \_\_\_\_\_

Session type: \_\_\_\_\_ Keynote/Lecture/ \_\_\_\_\_ Live Music Performance

Time of presentation: \_\_\_\_\_ to \_\_\_\_\_ fee budget: \_\_\_\_\_

Presentation date (s): \_\_\_\_\_

Type of program: \_\_\_\_\_  
*Event /Discussion/ Seminar/ Workshop /Panel/Book Signing /etc.*

Purpose for the meeting: \_\_\_\_\_  
*Education/ Obstacles/ Problems/ Goals/Morale etc..*

Number of expected attendees: \_\_\_\_\_ last year/month: \_\_\_\_\_

Program theme: \_\_\_\_\_

Location: \_\_\_\_\_

What do you want to accomplish: \_\_\_\_\_

Who was the speaker at your last similar event: \_\_\_\_\_

How was he/she received: \_\_\_\_\_

What could participants be doing better that would improve performance and productivity: \_\_\_\_\_

How do you want people to feel when they leave the meeting: \_\_\_\_\_

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Are these general or concurrent sessions: \_\_\_\_\_

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Other speakers: \_\_\_\_\_

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Major problems/concerns **Bayo** could address:

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What/Who would precede **Bayo**:

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What/Who will follow **Bayo**:

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Topic: \_\_\_\_\_

Speech Title: \_\_\_\_\_

Who supplies evaluations? \_\_\_\_\_ How are materials handled?: \_\_\_\_\_

Room set-up: \_\_\_\_\_

*Auditorium /classroom/rounds/theater/other*

Equipment needed: \_\_\_\_\_

*flip chart/overhead w/screen/vcr w/monitor/microphone/16mm projector/slide projector/etc.*

What are you looking for in your speaker for this event: \_\_\_\_\_

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*Skill Development /Motivation/ Inspiration/ Humor/ Leadership*

What professional speakers have you utilized: \_\_\_\_\_

What are your budgetary restrictions? \_\_\_\_\_ fees? \_\_\_\_\_ plus expenses: \_\_\_\_\_

Who in your organization is well known and liked by the people in attendance:

*Name:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

Buzz words within your organization: \_\_\_\_\_