

Dr. Paula Fellingham



Pre-meeting Questionnaire

Thank you for your assistance and cooperation in helping Paula uniquely design her presentation for your organization's specific needs.

Client name: _____

Contact name: _____

Telephone #: _____

Fax #: _____

Business street address: _____

City, state, zip: _____

Email address: _____

Dates of convention/event: _____

Name of event location: _____

Event location address: _____

Event location telephone # _____

Distance from airport: _____

How will Paula be transported from the airport? _____

What hotel will Paula be staying in? _____

Address of hotel if different from event location: _____

Approximate # of attendees: _____

What is the theme of your event? _____

What is the purpose of this meeting? Annual convention, training, sales seminar, etc.

Please provide the company mission statement:

Meeting objectives:

(What are the three most important things you want to hear your people say as they leave the event)

1. _____
2. _____
3. _____

Please give a brief description of your industry/association.

What are some of the challenges the target audience is currently facing?

Please list job responsibilities of those in the audience.

Are there any sensitive issues Paula should be aware of?

What are some of the accomplishments your organization has achieved in the past year?

What are the most significant events that have occurred in your industry or organization during the past year? (e.g. mergers, cutbacks, relocations, etc.)

What other speakers will be presenting at this same meeting? Please also include their speaking topics.

Who will be introducing Paula? _____

What time does Paula's presentation begin? _____

What time does Paula's presentation end? _____

What takes place immediately before Paula speaks? _____

What takes place immediately after Paula speaks? _____

(Please feel free to send a program agenda to paula@paulafellingham.com.)

Who will be Paula's contact once she arrives? _____

Please give contact #, cell #, emergency #: _____

Many people like to take something home with them after hearing Paula's presentation. Available are her book, audio CDs, and DVD. Would you like to:

- Purchase materials before the meeting at a discounted rate and present to your audience on site? Paula will be happy to sign and personalize her products for your attendees.
- Offer materials for purchase at the meeting?
- Discuss product sales with Paula?

Is there any other information that Paula should be aware of prior to the event?
