



**EMPOWERME!**  
LIVING YOUR BEST PROFESSIONAL & ENTREPRENEURIAL LIFE



## Pre-event Questionnaire

This questionnaire will enable us to fine-tune presentations to the exact needs of your group. Feel free to skip over any answers that would merely duplicate answers to previous questions or might be irrelevant due to the nature of this event. Your help will increase the value of this program to your audience.

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### MEETING INFORMATION

Company Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: Beginning \_\_\_\_\_ AM/PM Ending \_\_\_\_\_ AM/PM

What is the speaker budget for this event? \_\_\_\_\_ Is travel included? [ ] Yes [ ] No

Anticipated Number of Attendees: \_\_\_\_\_

Who (audience) will attend? \_\_\_\_\_

What core theme or focus would you like to be presented for this event?  
\_\_\_\_\_  
\_\_\_\_\_

What is the demographic makeup of the audience? Age \_\_\_\_\_ Sex \_\_\_\_\_

Average Income \_\_\_\_\_ Education \_\_\_\_\_

Position \_\_\_\_\_ Cultural Mix: \_\_\_\_\_

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Other Relative Information:

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What is the life of the audience like during the day-to-day business?

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What frustrations do they experience in their work?

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What new trends or changes are happening in their industry now?

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What are the sensitive issues? Are there controversial issues that should be avoided?

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What is the biggest challenge your organization/team/department is facing today?

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What is the purpose or mission of your organization?

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What is the meeting theme or slogan used by your organization?

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What industry jargon do you want (or don't want) interjected during the presentation?

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What three points of information do you want the speaker to address for this particular meeting?

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What other information might be helpful for the speaker to know?

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Please suggest two or three speech titles or ideas that might be compelling to your audience?

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How do you want your people to feel when they leave the speaker's presentation?

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Please send the following:

- *An agenda and schedule of the meeting*
- *Relevant past meeting brochures*
- *List of others who will speak before, after or with our speaker*
- *Accommodations (if any) and fees*
- *Sponsors of the event*

Contact Empower Me! at 1-866-810-2525 or [info@empowerme.org](mailto:info@empowerme.org) for availability and bookings and we will be happy to discuss dates and help you make your next event a success!

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