



Program Detail Questionnaire

Please take time to fill out the questionnaire so that Trudy can design her presentation to your specific needs. Please fax or email this form back to Michelle Gogerty on or before DATE. Fax 972-899-3679 / email – michelle@workforceexcellence.com .

About the Event:

Presentation Title: _____ Date: _____

Type of Presentation (please check all that Trudy will be presenting):

___ Keynote ___ Seminar ___ Workshop ___ Panel

Program Start Time: _____

Length of Program: _____

Trudy Report in Time _____

Trudy Start Time: _____ End Time: _____ Break: _____

Any pre-event dinner or activities that Trudy will be included in? Yes ___ No ___

If yes, details:

Location of presentation, venue name (please include map): _____

Address: _____

Phone: _____ Location on site (room number): _____

Room Layout: ___ Auditorium ___ Classroom ___ Stage ___ Training room ___ Luncheon

Introducers Name: _____ Title: _____

On-site Contact Information:

Contacts Name: _____ Title: _____

Cell Phone: _____ Email: _____

Check-in Procedures: _____

In case of an emergency on the way to the site, who would be the alternative contact if you were unavailable?

Name: _____ Cell phone: _____

AV Needs

For all seminars, workshops, and training the following is required:	For all keynotes the following is required:
Flipcharts	Wireless Lavalier
LCD Machine	LCD Machine (where applicable)
	If more than 200 attendees, platform with stairs in front

About the Audience:

Number attending: _____ Pct of male to female: _____ Female _____ Average Age: _____ Unknown _____

People Attending (check all that apply)

- Support/ Administrative
- First time Managers
- Mid-level Managers
- Senior level Managers

Tell Trudy about your industry/organization:

Top three challenges?

1. _____
2. _____
3. _____

Handouts:

Client agrees to print out handouts prior to the event:

Date client needs file to print handouts in time for event:

Product Sales:

Books - Her Corner Office 2nd Edition Price: \$21.95 Quantity: _____

Books - The Hybrid Leader Price: \$14.95 Quantity: _____

Shipping date to ensure that the materials are received with reasonable time before presentation?

Ship To: _____

Display table in registration area for products Yes____ No____

Volunteer at product sales table to help with sales Yes____ No____

Contact name: _____

Phone number: _____

Will there be a time set aside before or after the event for Trudy to have a book signing?

Yes

No

If yes, please provide the location:

Length of book signing: _____