



Pre-Event Questionnaire

Hello there!

I'm so excited to be part of your upcoming event.

The questionnaire below is designed to help us create the optimum customized experience for your attendees.

*Please return the completed questionnaire to me no less than **30 days prior to your event.***

*Please also include a JPG of your current organization logo and/or event logo as well as any relevant information including event space photos that might be useful or relevant. Send to **meridith@meridithalexander.com.***

Thank you so much! Looking forward to impacting lives!!

In Joy,

Meridith

.....
Your organization:

Website:

Person completing this form:

Role/Title:

Phone #:

Email address:

Your Event

Date:

Location (hotel, conference center or theater):

Email address to which I should send my introduction:

How would you prefer I dress? Casual, Business Casual or Business formal?

What are the best Facebook pages for...

- *this event:*
- *your company or organization:*

Your Organization

- *What is the official mission statement for your organization?*
- *What is the title and theme of your conference or event?*
- *General job/organization responsibilities of attendees:*
- *What are the key challenges currently experienced by your organization or industry?*
- *What would you like the attendees to take away as a result of my presentation?*

New Knowledge:

Inspired to Do:

Leave Feeling:

- *What are some of the Obstacles and Objections (real or imagined) that your audience may have to being open to this message? Anything that your attendees might be dealing with or bumping up against right now?*
- *What are some of the Misconceptions, clichés, or stereotypes people have about your industry or what your team members do?*
- *What's at stake if people don't improve or change or continue to do their job well?. Why do these attendees "really matter"?*
- *What is the long term vision that you hope to bring out in your attendees?*
- *What sort of impact do you see attendees making in an ideal world moving forward?*
- *Who are your key competitors (if any)? What might be holding back the attendees from more success?*

- *Are there any topics I should avoid relative to your group, industry or demographic?*
- *What do people complain about?*
- *Are there any people that I should acknowledge? If so, please list:*
- *Were there any performance “bits” or elements that you saw in my videos or on my webpage that you specifically wanted me to be sure to include?*
- *Where do you feel there might be untapped potential in your audience/ team?*
- *What about my message strikes you as particularly relevant for your attendees?*
- *What would a massively successful event look like to you when it's over?*

Resource Materials

To extend the value of your investment and continue the learning experience, we have various resource materials: Online training, follow up video series (5-minute videos delivered 1x/week for 12 weeks, books, etc.

Would you like to know more about any of these gift and educational opportunities?

If yes, who is the best person to contact about this?

Looking forward to being part of an experience that propels your attendees to an entirely new level of successful!

In Joy,

Meridith