



# TRANSFORM

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## PRE-PROGRAM QUESTIONNAIRE

SPEAKER'S NAME: Elena Rahrig

SPEECH DATE:

ORGANIZATION NAME:

ORGANIZATION WEBSITE:

CONTACT NAME:

MAKE-UP OF AUDIENCE:

HOW WILL THE AUDIENCE BE DRESSED:

Casual \_\_\_\_ Business Casual \_\_\_\_ Business \_\_\_\_ Semi-Formal \_\_\_\_ Formal \_\_\_\_

DETAILS OF MEETING / FUNCTION

BACKGROUND OF ORGANIZATION CONDUCTING THE MEETING / FUNCTION:

GOALS YOU HAVE FROM THE SPEAKER'S PRESENTATION (What you want the audience to hear; yet within the speaker's capabilities).

ARE THERE ANY SENSITIVE AREAS ABOUT WHICH THE SPEAKER SHOULD BE AWARE?

ANYTHING ELSE YOU FEEL MAY HELP THE SPEAKER TO BE AS EFFECT AS POSSIBLE:

MEETING THEME, IF YOU HAVE ONE:

OTHER PROFESSIONAL "FEE PAID" SPEAKERS WHO WILL BE ON THE PROGRAM:  
(Your agenda for the day.)

OTHER PROFESSIONAL "FEE PAID" SPEAKERS WHO THIS GROUP HAS HEARD AT PREVIOUS SIMILAR MEETINGS OR FUNCTIONS:

**IMPORTANT:**

**PLEASE SEND US ANY BROCHURES, FLYERS, AGENDAS, NEWSLETTERS, CATALOGS, ANNUAL REPORTS, ETC, THAT MIGHT HELP THE SPEAKER BE THAT MUCH MORE FAMILIAR WITH YOUR GROUP, ORGANIZATION, OR FUNCTION...ESPECIALLY ANY PROMOTIONAL MATERIALS THAT GOES OUT TO THE ATTENDEES REGARDING THE MEETING / FUNCTION. WE WILL SEND THEM ON TO THE SPEAKER.**

**IF YOU WILL BE USING AN EVALUATION FORM FOR THE SPEAKER'S PRESENTATION, PLEASE SEND US A COPY IN ADVANCE, SO THE SPEAKER WILL KNOW HOW SHE IS BEING EVALUATED.**

**PLEASE REMEMBER, YOU MAY ONLY AUDIO OR VIDEO TAPE THE PRESENTATION IF A PREVIOUS WRITTEN AGREEMENT WITH TRANSFORM, LLC HAS BEEN EXECUTED, WHICH SPELLS OUT THE ROYALTIES AND DETAILS REQUIRED BY THE SPEAKER.**