



PRE-EVENT QUESTIONNAIRE

For Lincoln Square Books Cofounders Stephanie Gunning and Peter Rubie

CLIENT NAME: _____

NAME OF YOUR GROUP/ORGANIZATION _____

WEBSITE ADDRESS: _____

At your convenience, please fill in the following pre-event questionnaire so that we may properly research and customize our program to meet your specific needs.

1. What is the title of your event? _____

2. Is there a theme or focus (please elaborate)? _____

3. What date(s) will the event be held? _____

4. What is the location of the event? PHONE: _____

ADDRESS: _____

WEBSITE: _____

5. Please explain your agenda, and breakout sessions, including times:

6. What will take place prior to the LSB presentation? _____

7. What will take place after the LSB presentation? _____

8. What other training sessions will take place during your event? _____

9. What are your three most important objectives for the LSB presentation?

Objective A: _____

Objective B: _____

Objective C: _____

10. What would make our presentation more meaningful? _____

11. What have you liked most about speakers you've had in the past? _____

12. What will be the attire for your organization's attendees at this event? _____

ABOUT THE AUDIENCE

Your input here is helpful in understanding audience dynamics and your group culture. It does not in any way affect the content that is delivered. It simply helps us to be better and more engaging presenters.

13. Number of people in the audience: _____

14. Percentage males: _____ Percentage females _____

15. Percentage of managers or supervisors: _____

16. Percentage of senior executive level managers: _____

17. How would you describe your audience in your own language? _____

18. Group age range: _____

19. Others who may attend (spouses, clients, contractors, vendors): _____

ABOUT YOUR GROUP OR ORGANIZATION

20. Describe your group culture and values: _____

21. What are the greatest challenges your group is currently facing? _____

22. Who are your primary competitors? _____

NAME OF PERSON WHO COMPLETED THIS QUESTIONNAIRE

DATE: _____ PHONE NUMBER: _____

Please email this information to Peter Rubie at: **prubie@lincolnsquarebooks.com**

Any questions, call Peter: 1.646.355.0585

Thank you for your assistance! Your valuable input will ensure the success and effectiveness of this presentation.