

Thank you so much for engaging Patrick! The answers you provide in this questionnaire will help him tailor his program to the needs of your group. Please answer all questions as fully as possible. Feel free to enter "N/A" any questions that are not relevant to this event. You may either type or hand write your answers!

Client Name:

Conference Date:

Contact Name:

Contact vitals: If there are any emergencies en route, whom should Patrick contact?

- **Name:**
- **Phone (Work):**
- **Phone (Cellular):**
- **Phone (Home):**
- **Fax:**
- **E-mail:**

The Venue

- Venue name:
- Address:
- Phone:
- Fax:

Dress Code for Patrick's Presentation:

Business Business Casual Casual Black Tie/Formal

If possible, please forward a roster of the attendees, an agenda for the event, and any written information on your organization you may have available. You may fax it to (603)-794-2438.

Approximate number attending? _____

What time does the function start? _____

What time will the participants arrive? _____

Patrick will be speaking from _____ until _____.

Upon arrival at the event, whom should Patrick contact?

Patrick Morin: Pre-Program Questionnaire

What is the specific purpose of this meeting (e.g., training, awards banquet, convention)?

What is the theme of this meeting?

If there isn't an official theme what *should* it be?

Please briefly describe the mission of your organization.

Describe the occupations of those attending.

What are the significant changes your participants have experienced in the last 18 months?

What would you estimate is your group's common ambition?

What is the most stressful aspect of these people's lives? Why?

What specific behaviors separate your best performers from your average ones?

Patrick Morin: Pre-Program Questionnaire

What are the major challenges being faced by this audience?

What the three things do you think is most important that Patrick knows about your group before speaking to them?

What are your specific objectives for Patrick's presentation?

Do you have a preferred title for Patrick's presentation?

Are there any sensitive issues or topics that should be avoided?

Name and title of Patrick's introducer:

What are attendees expecting to get out of the meeting?

What are you doing differently at this meeting that you haven't done in previous meetings?

Patrick Morin: Pre-Program Questionnaire

What geographic area(s) does this audience represent?

Who are the top people (and titles) from your organization that will be attending Patrick's program?

Please list any other speakers that will be on the program that day; be kind enough to include their topics.

What will be happening immediately before Patrick's presentation?

What will be happening immediately following Patrick's presentation?

Are there any questions we *should* have asked?

Do you have any special suggestions to help make this conference the most successful?

What speakers have you used in the past and what topics did they cover?

Patrick Morin: Pre-Program Questionnaire

What *specific* aspects of those presentations did the group like/dislike? (involvement, humor, negative references)?

At which hotel will Patrick be staying (if applicable)?

How will Patrick get to and from the venue (from the airport/hotel)?

Who will be meeting Patrick when he arrives in your city?

Thank you for talking the time to help Patrick really customize his presentation for your group. Your thoughtful answers will help us make the most of the day!

**Kindly fax this information to:
Patrick Morin
Fax: 603-794-2438**