

The following questions are designed to personalize each presentation to your organization's and audience's needs. Please take a few moments to answer the questions below and return this questionnaire. Thank you for your help!

**Contact Information**

Speaking Topic:	Date:
Organization:	
Meeting Coordinator:	
Daytime Phone:	E-mail:
How did you hear about Monica Cornetti?	

**Presentation Content**

What is the purpose/theme of the event? (Awards Banquet, Annual Meeting, Trade Show, etc.)?
What are the exact times of the presentation?
What is the expected length of the presentation?
What is happening immediately before and after Monica's presentation?
What are your objectives for this session?
Is there a slogan or philosophy that is commonly used in your organization?
When your people depart from this presentation, what ONE thing do you want to be uppermost in their minds?

## Logistics

What is the nearest major airport to the meeting site?

Where is the exact location of the meeting?

In case of emergency or flight delays who and where should Monica contact?

## Audience

Number of Attendees \_\_\_\_\_ Average Age \_\_\_\_\_ % Male \_\_\_\_\_ % Female \_\_\_\_\_

What type of people will be attending this presentation?

Do you have any other suggestions to help make this program your best ever?

### Please send all correspondence to:

**Monica Cornetti**

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