



Positive Success International Pre-Event Questionnaire

This questionnaire enables Positive Success to tailor a presentation to meet your needs.
Please answer all relevant questions. When completed please:
Fax to: 847-984-7629 or
Email to: events@positivesuccessnow.com





Name

Title

Company

Address

City State Zip

Phone Fax

Cell Phone Email

Event Date:(s)

Program Information

Is this a conference or convention? Yes No If so, Name?

Date Conference/Convention Starts? Ends?

Event Theme?

Speakers Role? Keynote Guest Training

Speakers Attire? Suit Casual Other

Speaking Times and Topics

Day and Date?

Start Time End Time Topic

Are breaks scheduled? Yes No How Long?

Who will be introducing Michael?

What are your specific objectives for Michael's presentation?

Activity Prior to Michael's Presentation?

Activity Immediately After Michael's Presentation?

Who are the other professional speakers at this program?



Organization Information

Describe your product or service:

Competitors:

Challenges facing your organization:

Issues we need to cover:

Target markets/industries?

Major events that have occurred in the last year?

Who are the people within your organization responsible for the following?

President:

Email:

VP Sales:

Email:

VP Marketing:

Email:

Training:

Email:

IT:

Email:

Audience Analysis

Number Attending?

Average Age?

Are spouses invited? Yes No

%Males/Females?

Education Level? Grad School College High School

Attending will be? Owners Management Sales

Do you have a database of attendees? Yes No Emails? Yes No



Logistical Information

Airport Closest to Event: _____ Approx. Distance: _____

Will you pickup Michael at the airport? Yes No Other? _____

Event Location Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Event room name or number: _____

Event Contacts: _____

Hotel Information

Hotel Name? _____

Address _____

City _____ State _____ Zip _____

Direct Phone _____ Fax _____

Thank you for taking the time to complete this questionnaire, please:

Fax to: 847-984-7629 or

Email to: events@positivesuccessnow.com

Completed By _____

Date _____

Title _____

Phone _____

Office Use Only

Positive Success Representative _____

Date Received _____

Notes _____

