**BORIS CHERNIAK Pre-Program Questionnaire**

Please fill in and email back. Additional details can be provided in a phone call.

Name: Company: Title:

Address:

City: State: Zip/Postal Code:

Phone #: Email Address:

Company WEB PAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **The Program**

1. What is your program/event theme? Please provide event logo (where available) for any handouts t*o maximize message impact and create a clear and personalized call to action.*

*2*. What kind of meeting will this be?

3. Do you have an event #hashtag? Any social accounts that should be tagged?

*4.* Name and title of the person doing the introduction?

5*.* Exact presentation times:

*6.* What events/speakers take place before and after and their presentation subjects?

Before

After

*7.*  What is my role in the program – opening/closing?

*8.*  Are there specific issues/messaging I should be sure to *address*? ...or *avoid*?

9. Why did you select me as your speaker?

10. What is the appropriate dress? (Suit and tie, sport coat/slacks, business casual)

**Mementos**

1. A fantastic way to provide attendees with a valuable gift as a memory of my presentation with a clear message right on the cover. You can purchase my book
**YOU CAN DO ANYTHING** as a fond reminder of your event.

|  |
| --- |
| **Volume Pricing (USD)** |
| Copies | Price |
| < 20  |  $17.95 |
| 20 - 50 |  $15.95 |
| 50 - 100 |  $13.95 |
| 100 + |  $11.95 |

The book can be ordered directly from Amazon at the following link:

<https://www.amazon.com/You-Can-Do-Anything-Motivation/dp/0968799442>

2. You will witness an amazing custom-designed presentation. I record my presentations for personal use. You are welcome to record / photograph the presentation without duplicating / distribution rights as long as I am provided with digital footage that can be used in my promotional materials.

**Logistics**

*1.* Nearest major airport to the meeting site:

Travel distance in time from airport to the meeting site:

*2.* Transportation from the airport to meeting site:

 \_\_\_ cab \_\_\_ shuttle \_\_\_ car rental \_\_\_ will arrange airport limo to meet me

*3.*  Day of event emergency contact: Name Cell #

*4.* Meeting Location

Venue Venue Telephone

Address

City State/Province Zip/Postal

Meeting room name/number

Accomodations at the same location as the event? \_\_\_\_\_\_\_\_\_

If Not – please provide address

**Audience Demographics**

*1.*  Number attending presentation: % Males % Females

Average age of the group: Age range: \_\_\_\_\_\_ to \_\_\_\_\_\_

Are spouses invited?

*2.*  What are the primary job titles and functions of those in attendance?

*3.* Describe the current state and attitude of:

A typical member of your group:

Your organization:

Your industry:

4.What needs improvement?

*5.* What are the practices of top performers in your organization?

*6.* What message do you want to leave attendees with from my presentation

**General Background**

*1.* What industry sector is your organization a part of?

*2. Please provide* any jargon or common acronyms to be familiar with

*3.* Please provide challenges that you are dealing with that the presentation should resolve or provide answers to help deal with effectively

Please provide contact info for three key people I can contact who represent the largest portion of the audience.

|  |  |  |
| --- | --- | --- |
| Name | Phone Number | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

I will research your organization, and appreciate any information, service or product that will help me understand the audience best.