



# GODDESS CONCEPTS PROGRAM QUESTIONNAIRE

Please fax to 905-901-9299 or email [info@goddessconcepts.com](mailto:info@goddessconcepts.com)

Day and Date of Program \_\_\_\_\_

Location of Program \_\_\_\_\_

Time & Length of Program \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Phone Number (work) \_\_\_\_\_

Phone Number (cell) \_\_\_\_\_

Phone Number (home) \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_

City, State/Prov \_\_\_\_\_

Postal Code/Zip \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

Brief Description of Your  
Organization \_\_\_\_\_

## EVENT DETAILS AND INFORMATION

Event Title \_\_\_\_\_

Event Description \_\_\_\_\_

Event Dates and Times \_\_\_\_\_

Event or Speaker Themes \_\_\_\_\_

Type of Meeting/Conference  
(eg. Awards, AGM, Training,  
Sales, Marketing etc) \_\_\_\_\_

Specific objectives for  
speaker presentation \_\_\_\_\_

Sensitive issues to avoid in presentation

Will attendees be eating during the presentation?

Will there be a coffee or lunch break before or after our presentation?

What takes place immediately before and after our presentation?

Are there any other speakers/topics at your event?

Will Goddess Concepts be granted promotional opportunities at the event?

Who will be the master of ceremonies (Name and Title)?

Who will be introducing our speaker (Name and Title)?

Please list any speakers (& topics) that you have used in the past

Specific likes or dislikes about their programs.

Address and phone number of event location.

Name and number of airport limo or taxi company

## AUDIENCE DETAILS & INFORMATION

Number of registered attendees

Number of expected attendees

Are spouses invited?

Percentage female & male in audience	%female	%male
Average age of attendees (include age range)		
Average income of attendees (range is helpful)		
Attendee job outlines (i.e. sales, marketing etc)		
What is the most important message that you want the audience to get?		
How will participants be dressed?		
How will top executives be dressed?		
How would like our speaker to be dressed?		

**ORGANIZATION DETAILS & INFORMATION**

What is the vision and mission statement for your organization?

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Are you announcing any new products, services or other changes at this meeting?

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What are some current challenges that you would like to see improve?

What are top challenges faced by people in your organization?

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What is your primary product or service?

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What is the target market of your organization?

Who are your major competitors?

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Is there any special jargon or terminology to use?

What are 2 or 3 achievements that your organization is most proud of?

Top people to recognize in the audience (Name and Title).

3-5 executives, managers or employees that we can contact to get more information (Name, Title, Phone, Email)

ADDITIONAL COMMENTS

Please send any information that would help us do a better job (i.e. newsletter, flyer, annual report, meeting program and invitation etc).