

WE NEED YOUR HELP!

This questionnaire is designed to help Michael fine tune his presentation to meet the needs of your group. Feel free to skip over any questions which would either be redundant or irrelevant due to the nature of your event. We want to do our part to make your upcoming event the best ever.

Once completed, scan and email to MGallery@opisconsultants.com:

If you have any additional questions, please call (972) 317-9596

General Company Information:

Complete Official Company/Association Name:

Other name or acronym the company/group is referred by:

Mailing Address:

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Company

Slogan: _____

Presentation/Program Specifics and Objectives:

Conference/Program Theme: _____

Specific Presentation Title: _____

Date: _____ Start Time: _____ End Time: _____

For training sessions: When do you prefer the breaks to occur:

What is on the program before Michael speaks? _____

What happens on the program right after he speaks? _____

Specific purpose of this meeting (awards banquet, annual meeting, etc.) _____

Specific objectives for Michael's presentation? _____

What would make Michael's presentation really "special" for your group? _____

What needs to happen as a result of Michael's participation for you to achieve success? (Please be as specific as possible)

Sensitive issues that should be avoided? _____

Attendee/Audience

Number attending? _____ %male _____ %female _____

Spouses attending? Y N Age range _____

Average annual income _____ Income range _____

Educational Background: _____

Major job responsibilities of audience: _____

Average length of employment/association with company or group? _____

Circle one: Are attendees there voluntarily or is it mandatory?

If mandatory, how receptive are the attendees to this program? _____

Will the attendees have to pay individually or is it a company/association sponsored event? _____

Dress code for attendees? _____ Usual dress: _____

Other relevant issues: _____

Background

Who are the other speakers on the program?

Speaker _____ Topic _____

Speaker _____ Topic _____

Speaker _____ Topic _____

What speakers have you used in the past that covered topics related to what Michael will be presenting for you?

Speaker _____

Speaker _____

Speaker _____

What did you like and/or dislike? _____

Name the key executives that will be in Michael's audience. With your permission, Michael would like to contact them for more research information on your group.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Details about your Audience

Recent Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

What separates your high-performance people from others? _____

Details about your Organization

Recent Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

Significant Events? Mergers? Relocations? Awards? _____

Details About Your Industry

Recent Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

Logistics

Introducer's Name? _____ Title _____

* Note: An introduction will be provided upon request. Michael's standard introduction is provided at www.michaelgalleryspeaker.com under the meeting planner section.

Is there any publicity work Michael can do for you while he is at your event? Please let us know in advance so we can arrange travel.

Will the event be audio taped? Y N Will the event be video taped? Y N
(Remember, we will need to give permission to do so)

If you wish, Michael can make his educational material available to your audience, so

that they may continue the learning process. This can be done one of two ways.

- A. _____ Group purchase in advance for each attendee, at wholesale price.
- B. _____ Materials made available at the back of the room after the event.

If you checked option B, please make sure that:

1. Nothing will be on the program following Michael's presentation for at least 20 minutes.
2. A table will be made available for materials by the exit door or just outside the room.
3. Someone from your organization will be available to assist with sales. We will provide all necessary materials.

Travel Information

Best airport to arrive at? _____

Recommended/Event Hotel? _____

Address: _____ Phone: _____

How will Michael be transported from the airport to the hotel? _____

If picked up, company/contact name _____

Venue Name (if different from hotel) _____

Address: _____ Phone: _____

Location at the site, room, etc.? _____

Emergency Contact(s): (list more than one if necessary)

Name: _____

Business Phone: _____

Home Phone _____ Cell Phone: _____

Thank you again for this opportunity to serve you.