
EVENT QUESTIONNAIRE

This questionnaire is designed to help Antoinette fine tune her 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 Antoinette Tuff LLC at booking@antoinettetuff.com or fax to (877) 895-9695. If you have any additional questions, please call (877) 895-9695. Thank you!

GENERAL COMPANY INFORMATION

Primary Contact Name: _____ Title: _____

Complete Official Company/Association Name:

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

Mailing Address:

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Name of person who will sign the contract if different from above: _____

Title: _____

Company Slogan: _____

PRESENTATION | Program Specifics and Objectives

Conference/Program Theme: _____

Specific Presentation Title: _____

Date: _____ Start Time: _____ End Time: _____

Type of Presentation (workshop/opening or closing keynote/other): _____

What time should speaker arrive onsite: _____

Meeting/conference attire: _____

What is on the program just before Antoinette speaks? _____

What happens on the program right after she speaks? _____

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

Specific objectives for Antoinette's presentation? _____

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

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

Sensitive issues that should be avoided? _____

Meeting/Conference Attire: _____

ATTENDEE/AUDIENCE

Number Attending? _____ % Male _____ % Female _____

Major Job responsibilities of audience: _____

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

Are attendees there voluntarily or is it mandatory? _____

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

Describe the audience, i.e., sex, age, job title/occupation, etc.: _____

BACKGROUND

Who are the other speakers on the program?

Speaker _____ Topic _____

Speaker _____ Topic _____

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

Speaker _____

Speaker _____

What did you like and/or dislike? _____

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

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? _____

DETAILS ABOUT YOUR INDUSTRY

Recent Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

EVENT LOGISTICS

Introducer's Name _____

Introducer's Title _____

Please Note: An introduction will be provided upon request. Antoinette's standard introduction is provided at our website www.antoinettetuff.com under the Resources tab/section.

Is there any publicity work Antoinette can do for you while she is at your event? Y N
(Please let us know in advance so we can arrange her calendar.)

Will the event be audio taped? Y N Will the event be videotaped? Y N
(Remember, we will need to give permission to do so. Please tell us in advance.)

If you wish, Antoinette can make her 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.
(Please complete our book order form.)

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 Antoinette's presentation for at least 30 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.

TRAVEL ACCOMMODATION

Best airport to arrive at? _____

Recommended/Event Hotel? _____

Address: _____ Phone: _____

Confirmation number: _____

How will Antoinette 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: _____

Name: _____

Business Phone: _____

Home Phone _____

Cell Phone: _____

Thank you for the opportunity to serve you!