GARRISON WYNN
PRE-PROGRAM QUESTIONNAIRE

Please assist me and my staff in preparing a program that is specifically suited to the needs of your group. The answers to this questionnaire will help me tailor my presentation appropriately. Please skip any questions that are not relevant to your group. In addition to this questionnaire, please provide me with any written, printed, or web-based materials that will help me familiarize myself with the upcoming event.

Contact information:

Name: ________________________________ Phone: _________________________________________

Email: ________________________________ Organization name: ______________________________

Event / venue information:

Date and time I will be speaking: ______________________________________________________________

Location of event (hotel or conference center address.): _____________________________________________

City: _______________________________ Closest major airport: ___________________________________

Are there special functions that would be helpful to attend? ________________________________________

What time and where? _______________________________________________________________________

Name of person to contact at event: ______________________________ Mobile phone: __________________

Dress code for event: ________________________________________________________________________

To whom should I give my introduction?: ________________________________________________________

Who are the other presenters at this event and what is the focus of their presentations? ______________

__________________________________________________________________________________________

Most important objective of the function: _________________________________________________________

__________________________________________________________________________________________

How do you want your people to feel at the end of my presentation? ________________________________

__________________________________________________________________________________________

What is the mission or philosophy statement for your organization or association? _____________________

__________________________________________________________________________________________

Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation. ____________________________________________________________________________
What sensitive issues should be avoided? ______________________________________________________

Is there any publicity work I can help you with while I am at your event? Y/N  Please contact me with details.

What is the most humorous situation that attendees have been involved in? _____________________________

Is there a phrase or saying that the CEO, president, or any well-known person uses that would be humorous to reference?

Will there be any special guests? Please explain: __________________________________________________

Please provide me with the names of one or more audience members that you recommend my staff or I contact for research:
Name: ________________________ Phone: _______________ Email: _______________________________
Name: ________________________ Phone: _______________ Email: _______________________________
Name: ________________________ Phone: _______________ Email: _______________________________

Details about your audience:

What challenges do they face?

__________________________________________________________________________________________

__________________________________________________________________________________________

Number of attendees: ___________ Percentage male / female __________________ Average age ___________

Major job responsibilities, Do they have employees:

__________________________________________________________________________________________

Tell me about your organization:

Do you have a web page? ____________________________________________________________________

Recent significant events, such as mergers or relocations: __________________________________________

__________________________________________________________________________________________

What do you think separates your high-performance people from others? ____________________________

__________________________________________________________________________________________

Do you have any comments or suggestions that have not been mentioned on this form?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
If possible, please make sure the front row of the audience is seated no more than 6 feet away from the stage or area in which I will be presenting. We have found that the distance of the audience from the speaker considerably affects the impact of the presentation.

**A/V requirements:** Cordless lavaliere microphone (clip-on lapel microphone).

Please fax to 713-524-3636

E-mail [garrison@wynnsolutions.com](mailto:garrison@wynnsolutions.com)
888-833-2902