

# **GARRISON WYNN**

## **PRE-PROGRAM QUESTIONNAIRE**

*Please assist me and my staff in customizing 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**

- 1. Name:**
- 2. Email:**
- 3. Direct line:**
- 4. Cell phone:**
- 5. Organization name:**
- 6. Name and cell phone number of person to contact at event (if different from above):**
- 7. Name and email of person who will be reading Garrison's introduction:**
- 8. How did you hear about Garrison? Referral, internet, etc?**

### **Event and Venue Information**

- 9. Date and time I will be speaking:**
- 10. Length of the presentation:**
- 11. Time of the mic test:**
- 12. Speaker dress code for event:**
- 13. Name and address of event venue:**

- 14. Name, address and phone number of hotel (if different from event venue):**
- 15. Name of the room Garrison will speak in:**
- 16. Client is responsible for booking Garrison's hotel room. Please request non smoking and feather free. What is the confirmation number?**
- 17. Client is responsible for arranging ground transportation in the event city. Garrison prefers a sedan and driver to meet him at baggage claim. Please provide any details, phone numbers or confirmation numbers:**
- 18. Closest major airport:**

### **Audience Details**

- 19. Number of attendees:**
- 20. Male/female percentage:**
- 21. Average age:**
- 22. What challenges do they face?**
- 23. What are their major job responsibilities and do they have employees?**

### **Presentation Details**

- 24. Who are the other presenters at this event and what is the focus of their presentations?**

25. What is the most important objective of the function?
26. How do you want your people to feel at the end of Garrison's presentation?
27. Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation.
28. Are there sensitive issues that should be avoided?
29. Please provide Garrison with the Twitter #hashtag for the event if you will be using one:
30. Will you be filming video or having photos taken of Garrison during or at the event? If so what is the contact information for the videographer and/or photographer?
31. You can link to Garrison's website [garrisonwynn.com](http://garrisonwynn.com) for online promotional materials if you like.

### **Organization Details**

32. Tell me about your organization:
33. Recent significant changes or events such as mergers, relocations, or new products:
34. What do you think separates your high-performance people from others?

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

**Please EMAIL this form back to [Ginger@wynnsolutions.com](mailto:Ginger@wynnsolutions.com)**