**Pre-Program Questionnaire**

**Group Name:**

**Date of the Event:**

***All questions may not apply to your group, so please fill out when appropriate***

1. What is your conference theme?

2. What are your specific objectives for Beatriz’s presentation? What is your goal for the audience?

3. Are there any sensitive issues that should be avoided?

4. Time frame of presentation – Start time: End Time:

5. What takes place immediately before and after Beatriz’s presentation?

6. Who are the other speakers on the program? (if any)?

7. What other professional speakers have you had in the past?

8. What did you like/dislike about their performance that you would like repeated or avoided? (You don’t have to mention the specific names, just the elements that either served or distracted from your group.)

9. How many audience members do you anticipate? Percentage of men and percentage of woman?

10. Please list (3) items you believe that Beatriz should know before addressing your group:

1.

2.

3.

11. What are the most significant events that have occurred in your industry, organization, school and/or group this year?