

DAYLE'S PRE-PROGRAM QUESTIONNAIRE

We know you are busy and we want to help make your event a big success. Please take a few minutes to fill out as much information as you can. It will allow Dayle to obtain a good understanding of the audience in order to deliver a presentation that will resonate with them!

DATE THE MEETING WILL BE HELD:

Date of The Presentation:

YOUR COMPANY'S INFORMATION:

Company Name:

Contact Name:

Title:

Address:

Phone:

Fax:

Email:

Website URL:

Best time for us to reach you :

MEETING LOCATION INFORMATION:

Meeting Location Name:

Meeting Location Address:

Location Phone Number:

Event Room:

On Site Contact:

Phone:

Fax:

Email:

Emergency Phone:

HOTEL ACCOMODATIONS FOR DAYLE:



SUSTAINABLE INTERIOR DESIGN FOR THE BODY, MIND & SPIRIT

905-846-3221

info@daylelaing.com

www.daylelaing.com

Hotel Name:
Hotel Phone:
Guest Fax Number:
Confirmation Number:
Reservation Date:

TRAVEL INFORMATION FOR DAYLE:

Nearest Airport:
Distance: minutes

TRANSPORTION:

Client will arrange Dayle's office will arrange

Car Service Co:
Confirmation #:
Phone Number:
Pick Up Time:

MEETING LOGISTIC INFORMATION:

AV Company:
Contact Name:
Phone:
Fax:
Email:

PRESENTATION INFORMATION:

What kind of meeting is it?

Start Time:

Duration: minutes

Is there a function you would like Dayle to attend before or after the speech? Yes No

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If yes, what is the name of the function?

.....
What company executives speak before Dayle?

Please forward transcripts of their speeches for Dayle to read and use to tailor her speech if available or applicable.

Appropriate attire: Casual Business Casual Business Formal

.....
Who spoke at this meeting last year?

.....
Will Dayle's presentation be video or audio taped? Yes No

If yes, please request a Recording Agreement.

Is it possible for a guest of Dayle's to attend the presentation: Yes No

.....
ROOM SET UP:

Seating arrangements to be used: Classroom Theatre Round Tables
 Square Tables

.....
Will there be alcohol served before or during this presentation: Yes No

.....
INTRODUCTIONS:

Who will introduce Dayle?

Title:

Email:

Phone:

Address:

AUDIENCE INFORMATION:

Audience Size:

% of Male:

% of Female:

Are spouses invited? YES NO

Age Range:

Description of attendees:

PERSONALIZATION INFORMATION:

Type of event:

Objective of Meeting:

Theme:

Current challenges in your industry:

Who do you consider to be your closest competition, if applicable?

Your website address:

How did you decide to hire Dayle?

- Video Referral Live Presentation
 Other

What three main things should Dayle know about your group?

Is there any jargon Dayle should be familiar with (acronyms, titles?)

What are your organization's **target markets or industries**?

Who is your **typical customer** or client?

.....
POST PRESENTATION ADDED VALUE:

In order to increase the long-term retention of her message, Dayle is happy to offer these items. Please check the items below about which you are interested in receiving more information:

- Dayle's books, videos, audio tapes/CDs as attendee gifts.
- A book signing/photo opportunity after Dayle's presentation.
- Articles written by Dayle for your company newsletter.
- Personalized e-mail to your attendees post-presentation.
- Podcast: Audio Messages From Dayle to reinforce her learning points.

[Click Here to Submit The Pre-Program](#)