



### PRE-PROGRAM QUESTIONNAIRE

In order for me to fully prepare for your program, please take some time to answer the following questions. The more details you give, the better I will be able to customize a program for you.

1. Name of Organization and website if applicable:
2. Contact person name, phone, email:
3. Time, date, and location of desired booking (If dates are flexible, please include scheduling preferences):
4. Composition of audience:
5. Number of expected attendees:
6. Length and depth of program desired (If this is flexible, please include your initial thoughts):
7. Program topic area(s) of interest:
8. What is your organization's mission statement?
9. Does your meeting have a theme or overall objective?

10. What are the current concerns or challenges facing your organization?
11. Are there sensitive areas that should be avoided?
12. What are the unique features of your organization or industry?
13. What will be taking place immediately before or after our program that I might reference during our program?
14. Who has presented programs for your organization in the past, and what did the program cover? What stood out as what you liked or disliked about those programs?
15. Who will be the contact person in case of an emergency or problem immediately prior to the event?
16. Who are other key people who will be in the audience?
17. Describe any wellness-related programs or services available to your group. (This is very important for me to know so details are appreciated.)
18. What else should I know about your organization that would make this program more meaningful?

*Thank you for taking the time to fill out this questionnaire! Please return completed form via email to [cathy@InspiringVitalityNow.com](mailto:cathy@InspiringVitalityNow.com)*