



## Danny Heumann Pre-Engagement Questionnaire

Help me tailor my program to meet the unique needs of your group by answering the questions below and returning this form to me. If some questions don't apply to your group, simply skip them, and if I've missed something important, be sure to add it and any thoughts, comments or suggestion you have in the space provided. I look forward to working with you!

### Contact Information:

Organization Name: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Name of my meeting contact: \_\_\_\_\_

Phone Numbers: (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information:

Date and time allotted for speaking engagement:

\_\_\_\_\_

Location of event: (i.e. hotel, convention center, company name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Room name/number: \_\_\_\_\_

Closest major airport: \_\_\_\_\_

Dress code:

\_\_\_\_\_

What is the objective of the function?

\_\_\_\_\_

\_\_\_\_\_

What do you want your attendees to gain from my presentation (i.e. how should they feel when I'm done)?

\_\_\_\_\_

\_\_\_\_\_

Are there other presenters at this event, and what is the focus of their presentations?

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Will there be any special guests? If so, please tell me who they will be:

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Are there key people I should contact for more information on the goals for the event in general, and my presentation in particular?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***If I can help you with publicity while I am at your event, please contact me.***

**Organization Information**

What is the mission of your organization?

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Your web address: \_\_\_\_\_

Are there industry- or company-specific terms, phrases, jargon, or acronyms that I should consider incorporating into my presentation?

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Are there sensitive issues that should be avoided?

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

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Are there recent significant events that have impacted your organization/employees/event attendees?

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***Please send me any links or printed materials about your organization or the event that will be helpful to me in preparing a well-focused presentation that meets your needs.***

**Details about your audience:**

Number expected: \_\_\_\_\_

Percent male/female: \_\_\_\_\_

Average age: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

What challenges do they face?

\_\_\_\_\_

\_\_\_\_\_

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?

\_\_\_\_\_

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