

Pre-Program Questionnaire

Dear Meeting Planner:

This is an important document because it becomes the engine that will drive our presentation for your group. The better job you do in providing information so that our speaker can do his homework – the better job he'll Be able to do for YOU! Thanks for your help in filling this out and promptly faxing/emailing it back to our office!

ABOUT YOU

Name of Organization:

Name Of Main Contact:

Contact Phone:

Contact Email:

You're Website URL

In Case Of An Emergency Immediately Prior To This Booking, Please Contact:

.....

Office Phone # Is:

Home Phone # Is:

Cell Phone # Is:

ABOUT THE EVENT

Objective of Event:
(Theme if any)

Event Address:

Number Expected To Attend:

Who Will Be Attending Our Presentation?
.....
.....

Make-up of the audience:

Age:..... Male/Female Ratio:..... Can We Video The Talk?

Should the message be targeted more to one group than another? If yes, which?

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What are the most important changes currently happening in your company and industry?

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.....

What keeps Senior Management awake at night?

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What are the challenges of your audience members?

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What are their concerns & fears?

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What are the sensitive issues? Any controversial issues? Topics/subjects NOT to be mentioned?

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What are your victories as a company/association/team?

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Is there a slogan or philosophy commonly used within your organization?

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What exciting or unusual thing has happened in the organization in the past few months--one the entire group would relate to?

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.....

What humorous event has happened in the organization in the past few months--again, one the entire group would relate to?

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Examples of humor In your particular association or industry (examples: weird acronyms, corny slogans, hapless clients or competitors, enigmatic company policies, funny well known stories, etc.):

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.....

Any industry jargon our speaker should be aware of?

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How would you finish this statement "This event will be a success if the speaker accomplishes the following with our people:

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.....

If This Were Your Talk What Three Key Points Would You Make In It:

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.....
.....

ABOUT OUR PRESENTATION

What name did you give to our presentation?
(we will include it in our event handout)

Date & Time Slot For Our Presentation:
(day + start / finish)

Name of Designated Meeting Room:
(What type of room is it?)

Site Liaison Person Name:

Site Liaison Person Name Contact Phone #:

The Introducer For Our Speaker Will Be:

Name & Job Title Of People To Recognize / Thank:

What Precedes Our Speaker's Talk?

.....

What Follows It:

.....

What Other Speakers Have You Had In the Past:

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.....

Who Was the Most Successful:

.....
.....

Why:

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.....

(if applicable) SPEAKER ACCOMMODATION

Reservation for our speaker is made at:

.....

Address:

.....

Phone:..... Confirmation #:

.....

PLEASE

**Mail this form completed 2 weeks prior to scheduled event to
American School Of Laughter Yoga
P.O. Box 0673, Altadena, CA 91003**

Fax it to (626) 794 0803

Scan and email it to laugh@laughangeles.com

Good Laughs & See You Soon!