

# Preplanning Questionnaire

Thank you for taking the time to supply this information. The more prepared we are, the better we can serve you and personalize the message. Please answer these questions and consider the type of outcomes that will make your event a success. Complete and return to Tiffany Rice, the Performance Consulting Event Manager.

Tiffany's email: [trice@pcgok.com](mailto:trice@pcgok.com)  
Telephone: 405-447-2977

<b>Preplanning Questionnaire</b>	
<b>Name</b>	
<b>Organization Name</b>	
<b>Business Address</b>	
<b>City, St, Zip</b>	
<b>Telephone</b>	
<b>Cell/Mobile</b>	
<b>E-mail</b>	
<b>What is your Meeting Theme?</b>	
<b>Specific purpose of the meeting:</b>	
<b>Top three objectives for Rita's presentation:</b>	1) 2) 3)
<b>Sensitive issues to avoid:</b>	
<b>Total Number of attendees:</b>	
<b>Gender:</b>	Approximate % male: Approximate % female:
<b>Approximate number of participants by age range</b>	Over 62: 43-61: 28-42: 27 and under:
<b>General description of the audience:</b>	
<b>What other information would you like Rita to know about the audience?</b>	
<b>What is your organization most proud of?</b>	

<b>Preplanning Questionnaire</b>	
<b>Biggest opportunities present and/or future?</b>	
<b>Biggest challenges your organization is facing?</b>	
<b>Do you have any organizational 'heroes'?</b> (other organizations or leaders admired by your audience members)	
<b>What types of educational programs have the audience members been through together in the past two years?</b>	
<b>What is unique about your group?</b>	
<b>Using only three to four adjectives, please describe the kind of speaker who has been a big hit with this group.</b>	
<b>How will you know if Rita and her presentation were a hit?</b>	
<b>Other comments</b>	

***Thank you for your time and attention!***

*Proprietary and Confidential*

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