

Darryl Mobley Presents!

PRE-PROGRAM QUESTIONNAIRE

Darryl wants to contribute in a significant way to your event's total success. Therefore, it is important that he receive as much information as possible prior to your event so he can create the best presentation to fit your specific needs. Please complete this questionnaire by _____ and return with any additional marketing promotional materials (program/event brochure, newsletters, invitations, press kits, etc.). If all information is not available, please complete as thoroughly as possible and follow-up with additional information. We appreciate your time and attention to detail. We know your time is valuable. Thank you so much for your help.

LOGISTICAL INFORMATION

PLEASE NOTE: All information provided should reflect any information already listed on Darryl's contract. A change or addition on this form does NOT constitute a change to the contract and MUST be requested and approved in writing by the speaker.

1. Organization (name & address): _____

2. Event dates: Begins _____ Ends _____

3. Event Location: _____ Phone: _____ Fax: _____

4. Date Darryl is speaking: _____

5. Start time of presentation (be specific): _____ End Time: _____

6. Additional Breakout: Start time: _____ End Time: _____

7. Room or Hall where Darryl is speaking: _____

8. Event Function: General Session _____ Breakout _____ Luncheon _____ Other _____

HOTEL AND TRANSPORTATION

PLEASE NOTE: Hotel reservations are to be made by the client and billed to client directly. King bed, nonsmoking requested.

1. Hotel: _____ Confirmation number: _____

2. Address: _____

3. Phone: _____ Fax: _____

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4. Distance from event site (distance/time): _____
5. Darryl will make his own airline reservations (unless otherwise agreed upon). Closest airport with jet service to event: _____
6. How will Darryl get from the airport to the hotel? _____
7. How will Darryl get from the hotel to your event? _____
8. Name of person meeting Darryl: _____ Cell phone: _____
9. Where will they meet Darryl? _____
10. Arranged Car or Limo Service (name): _____
11. Car service phone number: _____
12. Taxi or Shuttle Service: _____

Primary Contact Person prior to event:

13. Name: _____ Title: _____
14. Office phone: _____ Cell phone: _____
15. Fax Number: _____ E-mail: _____
16. Home phone: _____

Primary Contact Person at the event (if different than above):

17. Name: _____ Title: _____
18. Office phone: _____ Cell phone: _____
19. Fax Number: _____ E-mail: _____
20. Home phone: _____

ORGANIZATION/EVENT AND AUDIENCE PROFILE

1. Please provide a brief description of your organization. _____

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2. Who/What is your organization's target market? _____

3. Who will be attending (i.e., executives, managers, employees, customers, clients)? _____

4. What is the product or service offered by attendees? _____

5. Number attending event: _____ %male: _____ %female: _____

6. % who manage or supervise: _____ Educational background: _____

7. Spouses invited? _____ If so, will they be encouraged to attend Darryl's presentation? _____

8. Average age: _____ age range: _____

9. Anything else Darryl should know about this audience? _____

10. International attendees? _____

11. What term is used in reference to your customer: client _____ patient _____

12. What term is used in reference to your employees? associates _____ members _____
employees _____ etc. _____

13. What are the names and titles of your top executives who will be attending the event?

14. Who are your primary competitors? _____

15. What kind of year did your group have last year? _____

16. What do you expect for your group in the coming year? _____

17. What have been the most significant changes in the last year that your industry faced?

18. What is the conference/event theme or focus? _____

19. What is the specific purpose of your meeting? _____

20. Why did you choose Darryl L. Mobley to present at this event? _____

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21. What are your three most important objectives for Darryl's presentation?

- a. _____
- b. _____
- c. _____

22. Are there any sensitive issues that should be avoided? _____

23. What ideas/skills do you want your group to retain from Darryl's presentation? _____

24. What is happening BEFORE his presentation? _____

25. What is happening AFTER his presentation? _____

26. What is the appropriate attire for event? formal/business _____ business casual _____ other _____

27. Introduction: Who will be making Darryl's introduction? _____

28. Do you have a copy of Darryl's introduction? _____

29. What speakers have you had in the past?

Name _____ Date _____ Topic _____

Name _____ Date _____ Topic _____

Name _____ Date _____ Topic _____

30. What other speakers are on this program?

Name _____ Date _____ Topic _____

Name _____ Date _____ Topic _____

Name _____ Date _____ Topic _____

AUDIO/VISUAL REQUIREMENTS

1. The only AV requirement Darryl requires is a **wireless lapel/collar microphone**. Will this be provided? _____

2. Darryl does not use a podium. If there is one on stage, it should be moved to the side or back prior to his presentation so he has clear use of the stage. Are there any other questions we can answer for you concerning stage set-up? _____

3. In the case of large audiences, will Darryl's presentation be shown on screens at the front of the room? _____

www.DarrylMobley.com

Pre-Program Questionnaire