

Dr. Eva Cwynar
Pre-Program Questionnaire

Group Name:

Date of Event:

All questions may not apply to your group, so please fill out what is appropriate.

- What is your conference theme?

- What are your specific objectives for the Dr. Cwynar's presentation?

- What are sensitive issues that should be avoided?

- Time frame of presentation:
Approximately from am/pm to am/pm

- What takes place immediately before and after the Dr. Cwynar's presentation?

- Who are other speakers on the program (if any)?

- What professional speakers have you used in the past?

- What did you like/dislike about their performance?
(list what you remember the most and if you'd like to delete or repeat for your audience)

- How many audience members do you anticipate?

- Is this a specialized group or general public?
If specialized, please explain details.

- Please list (3) items you believe the Dr. Cwynar should know before addressing your group:
 - 1.

 - 2.

 - 3.

- What are the most significant events that have occurred in your industry, organization, school, and/or group this year?

- Audience demographics:
 - Size:
 - Percentage of men: %
 - Percentage of women: %
 - Spouses: yes no
 - Average age of group?
 - Average income of group \$
 - General description of attendees:

- What is your goal for your audience? (*the most important question*)

- Please provide a brief description of your organization: