



Pre-Program Questionnaire

Name of Organization:

Title:

Date/Location/Theme of Meeting:

Phone:

1. Specifically, what do you want to accomplish at this meeting?
2. Are there any issues/topics that you think should be discussed?
3. Are there any issues to avoid/any sensitive points?
4. What are the three most significant events/changes/challenges that have taken place in your industry/organization during the last year?
4. How have the above events affected people at work/organization?
5. What are the "real headaches" faced by members of your group?
6. Is there anything you would like those in attendance to do, as a result of Merikay's presentation?
(i.e. Do more of, less of, etc.)
7. What three things do you think a presenter should know about your group before addressing them?
8. Please describe the people, who will be in the audience
(Positions, Education, Demographics, Income Level)
9. What takes place immediately before the presentation? After?
10. What other speakers will be on the program, when, their topics?
11. Is there anything Merikay can say or do that will let this audience know a special effort was made to address points of concern for them?
12. What is the meeting's tone – relaxed or formal?
13. We welcome any suggestions to help make this program your best ever! Please provide meeting agenda.