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SPEAKING QUESTIONNAIRE

NAME OF EVENT:

DATE:

TIME:

CONTACT PERSON:

CONTACT NUMBER/EMAIL:

CONTACT ADDRESS:

AUDIENCE:

1. How many will be there?
2. Are they all female, all male or a mixed group?
3. Age range?

4. How did they get there (tickets sold, members of a special group, by invitation)?

5. Is the event open to the public?

6. Are there any special or unique connections they have with each other?

7. Do they all live in the same community and, if not, what other areas are included?

PURPOSE AND THEME

1. Is this event primarily for awards, educational, business, social or other purposes?

2. Is this an annual event?

3. If so, how many years has this been occurring?

4. What are your objectives for me?

FACILITIES

1. Where is this to be held (office, arena, hotel, etc.)?

2. What is the address (and directions)?

3. Is there a specific room number or name?

4. Will the audience be seated in chairs or behind tables (the very best set up is chairs only set in a semi-circle)?

5. Is there a microphone system (lapel and handheld)?

6. Is there a podium available?

7. Where could I change my clothes between sessions?

MEDIA

1. Could I help your organization with radio, television, newspaper before the event?

2. Do you plan to video or take pictures during the keynote?

3. May I have permission to video and take pictures during the keynote?

4. What would you require that we do to get permission from the audience to video or take pictures that day?

5. How can I help your organization with radio, television, newspaper after the event?

RESOURCES:

1. Is this a charity?
2. Are handouts required?
3. Do you have door prizes or would you like me to provide one?
4. May I bring CDs/ information products of past keynotes to sell to the audience at the back of the room if they would like them?
5. Would you like me to set up a way that the audience could order videos or CDs of the day's event?
6. May I pay for the lunch of the Assistant and Media tech that accompany me that day or would you prefer that they go to a restaurant? (if appropriate)

INTRODUCTION:

1. Who will be introducing me that day?
2. Would you like me to send a biography?

There is one on the website at www.LindaHancockSpeaks.com

OTHER:

1. What problems have you experienced in the past during one of these events that we will need to avoid?
2. Are there any things that you want me to avoid talking about?
3. What things worked well in the past?
4. Would you like me to stay until the very end of the day or leave after my keynote?
5. What things could I do that would make this the best time possible for everyone?

PLEASE RETURN TO THIS COMPLETED FORM AS QUICKLY AS POSSIBLE TO:

Dr. Linda Hancock

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or

FAX 403-581-0511

If you have any questions please do not hesitate to contact me (403) 529-6877