

# The Jeff Conley Corporation



## "Accelerating Results And Relationships" Pre-Program Questionnaire

This questionnaire is designed to help us craft and deliver a dynamic presentation specifically suited for the needs of your group. Please complete the form below and return it along with the items requested on question #16.

1. What specific objectives/results are desired from Jeff's portion of the meeting?

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2. What is the theme or specific purpose of this meeting?

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3. What are the top three challenges currently facing your group?

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4. What job functions are these audience members responsible for?

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5. What areas of performance are in need of improvement?

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6. How many people will be in the audience?

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7. Please Provide the following information about your group:

Avg. age range: \_\_\_\_\_ Avg. education level: \_\_\_\_\_ Avg. personal income levels: \_\_\_\_\_  
Percent male: \_\_\_\_\_ female: \_\_\_\_\_ Percent new hires: \_\_\_\_\_ veterans: \_\_\_\_\_


8. Jeff likes to be able to use any local catch phrases or expressions that are unique to this group. What are some of yours?

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9. Please provide us with the names and phone numbers of three key audience members Jeff can contact to get additional perspective.

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10. What speakers have you hired in the past and how well were they received?

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11. What have been the three most significant changes that have occurred in your marketplace or industry in the last two years?

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12. What impact have these changes had on those who will be in the audience for Jeff's presentation?

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13. What takes place immediately before and after Jeff speaks?

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14. Who should Jeff contact upon arrival at his hotel?

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15. What is appropriate attire for Jeff at your meeting?

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16. We need: Company newsletters, Meeting agenda, Programs and any other printed material which has been distributed to the audience in order to determine their levels of expectation for this meeting.

Comments:

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