

Pre-Program Questionnaire

This questionnaire is designed to help Riaz prepare a program that is specifically tailored to the needs of your group. Please answer all the questions and return the form to our office by email. Thank you!

Client: _____ Event Date: _____

Location _____

Nearest airport: _____

Emergency contact: Name _____ Cell # (____) _____

Business # (____) _____ Home # (____) _____

Audience Composition Information:

Estimated number of attendees? _____ Approximate percentage of C-Level

Managers? _____ Name and job title of the top 3 people attending:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Program Specifics:

What are your three most desired objectives for my presentation?

1. _____

2. _____

3. _____

Are there specific issues/topics you particularly want me to mention during the program?

Important things to avoid : _____

What is the purpose of this meeting? (annual meeting, continuing education, other?)

Name and title of my introducer: _____

The introducer's email address: _____

Start and End time for my program: Begins at _____ Ends at _____

What takes place directly before my presentation? (speaker, meal, break, etc.) _____

What takes place immediately after my presentation? (speaker, lunch, nothing) _____

If there are other speakers on the program, who are they and what are their topics:

General Background Information:

Which of the topics have you selected? _____

Why do you feel the topic you have selected is particularly relevant to this group?

Is there any particular event such as a merger or acquisition or change in top leadership that has taken place recently? _____

What are your key cultural challenges? _____

What are specific misalignment issues in the company? _____

What do you think would be the most valuable takeaway for this group? _____

Pre-Program Checklist

Platform/Riser/Stage

Riaz moves around a lot during the presentation and certainly does not stand behind a lectern. If you need a lectern on stage for another part of your event, if at all possible, please have it moved off to the side for Riaz's segment.

Audiences seem to prefer and certainly benefit from being able to clearly see the speaker. A raised platform will help them see. Typically, 16 to 24 inches is quite adequate. If possible, please put the stairs down the front.

Recording of Presentation

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged; however, a separate recording agreement must be signed prior to the event. If recorded, Riaz requires that you provide him with a copy of his talk within 14 days of the program.

Introduction and High Res Photo

Riaz's introductions are specific to the nature and depth of the content to be discussed. Please be sure to download the correct introduction from the website at www.totalalignment/meeting-planners/ There, you can also select from a variety of high res photos.

When possible, Riaz prefers to speak briefly to the person who will be introducing him prior to the introduction being made to go over the pronunciation of any unfamiliar words.

Pre-Programs Questionnaire/Information

Please complete the Pre-Program Questionnaire at www.totalalignment/Meeting-Planners. Return it to us via email or mail and if possible, please include a copy of the event program guide that will be used for this event.