



After the Booking Questionnaire

Thank you so much for inviting me to speak at your event! I am very excited to be a part of it. In order to help me customize my message for your audience and their specific needs, please fill out this questionnaire and return to Karen@KarenMcCullough.com. Thank you.

- Karen

Client:

Program Date:

Program Title:

Contact Name:

Email:

Cell:

Conference Location:

Address:

Hotel (if different from Conference location):

Confirmation # of Hotel:

Will the hotel be billed to your master account?

Yes

No

Transportation for Karen:

Cab

Car Service

Transportation Confirmation #:

Transportation Phone #:

Audience Size:

% Men:

% Women:

Who will introduce Karen? (Intro will be sent)

Email of the introducer:

AV requirements:

What time can Karen do a sound and AV Check?

Date of Sound and AV Check:

What takes place immediately before and after Karen's Program?

Is there a meeting theme?

Overall objectives of this meeting:

What is the purpose of the speaker's presentation?

What are the job responsibilities of audience members?

Who have you had speak in the past?

What causes the audience members the most stress?

What three things are your people doing well that you want to reinforce?

If there was ONE thing that you would want your people to do better, or handle more effectively or VIEW more positively, what would that be?

What else do I need to know to WOW your audience?